



Notice of Intent to Complete Outside Work

Please complete each section in the space provided. Attach additional pages or materials, as needed.

Date

1. Employee Information

Name:

Department or Center:

2. Outside/Contracting Organization

Name:

Primary Contact:

Email:

Phone:

Address:

3. Briefly Describe the Nature of the Proposed Outside Work

4. Dates of Proposed Outside Work

Note: All dates must fall within a single fiscal year ending June 30. For work extending beyond a single fiscal year (i.e., beyond June 30), a separate Notice of Intent to Complete Outside Work form must be submitted.

Starting Date: (MM/DD/YYYY)	Ending Date (MM/DD/YYYY)	Total # of hours	Total # of months	Avg. # of hours per month
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