

FACILITIES MANAGEMENT DEPARTMENT

By mail:  
University Plaza  
Atlanta, GA 30303-3083  
In person: 34 Broad Street, Suite 1200 Phone: 404/651-1054 Fax: 404/651-1681



DATE: \_\_\_\_\_  
TO: Vice President for Finance and Administration  
VIA: (1) \_\_\_\_\_  
(2) Director, \_\_\_\_\_  
FROM: \_\_\_\_\_  
SUBJ: OUTSIDE EMPLOYMENT

In accordance with the University's policies on outside employment, I hereby request permission to accept a position with \_\_\_\_\_ as a \_\_\_\_\_.

I understand that this employment should not cause or give the appearance of a conflict of interest. In addition, this employment should not interfere with the regular and punctual discharge of my duties as an employee of Georgia State University.

I understand that failure to comply with University policy may result in disciplinary action, including termination.

\_\_\_\_\_

\_\_\_\_\_  
APPROVED \ DATE