

**Attachment E-3
Sample After-Hours Maintenance and Support Authorization Form**

**Administrative Office of the Courts
After-Hours Maintenance and Support Authorization Form**

1. If After-Hours Maintenance and Support has been designated as "May Be Required" in the Work Order, this authorization form must be completed and approved by AOC Project Manager prior to after-hours support being worked. The form is used to request estimated after-hours support hours and document actual hours worked for invoicing purposes.
2. Photocopies of claims or incomplete authorization forms will not be processed.
3. Key Personnel name must be clearly stated to avoid a delay in processing.
4. This authorization form must be signed by the AOC Project Manager and submitted as backup to related invoice.

Work Order #: _____

Key Personnel Name: _____

Project Manager Name: _____

Max Hours Needed (initial request)	Date	Actual Time		Number of Hours	Description
		From	To		

Signed: _____ **Date:** _____

Approved: _____ **Date:** _____
