

Date submitted



Office use only
P F&A VPAA EA

Tracking number

Request to fill a position

Must be submitted for ALL positions paid from ALL funding sources except non-faculty positions on restricted or auxiliary accounts

Employment status:

Choose one:

Choose one:

- Faculty
- Staff

- Regular
- Temporary
- Student

OR Request to fill multiple positions (information attached)

Department _____

College/
School/Division _____

Budget position # _____

Position title _____

Name of requestor _____

Document # _____

Payment account type: (check all that apply)

- Resident Instruction
- Other State (not grant)
- Restricted
- Auxiliary

Justification:

Request to transfer funds from vacant & lump sum positions to non-personal services

(Not required for restricted or auxiliary funding)

Department _____

College/
School/Division _____

Name of requestor _____

Document # _____

► **Funds FROM:**

Account name _____

Account number _____

Budget position # _____

Amount _____

► **Funds TO:**

Account name _____

Account number _____

Amount _____

Justification:

This request is submitted with the understanding that the position is mission critical and all funds associated with the request are available and are not required to meet any budget reductions or program redirections.

Step 1: Person completing this form should obtain the following two (2) signatures then forward to Human Resources

1. _____
Name of department head (Type or print)

Signature of department head

2. _____
Name of dean or VP (Type or print)

Signature of dean or VP

Step 2: HR will collect the forms and distribute to the president or appropriate senior VP

Step 3: President or senior VP will sign and approve/not approve the action and return the form to Human Resources

President or name of senior VP (Type or print)

Signature of president or senior VP

Date

- Approved (Request to fill position)
- Not approved (Request to fill position)
- Approved with exceptions _____

- Approved (Request to transfer funds)
- Not approved (Request to transfer funds)
- Approved with exceptions _____