### Section 1 – Department and Position Information
(To be completed by hiring department and submitted to Budget Administrator.)

<table>
<thead>
<tr>
<th>Position Title: _______________________________ DEPT: _______________________________</th>
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<tbody>
<tr>
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</tbody>
</table>

**Status:**

| ____ | Regular Full-time |
| ____ | Regular Part-time |
| ____ | Temp Full-time |
| ____ | Temp Part-time |

**If Part-time – # of hrs/wk:** __________

**If Temp, how long needed (not to exceed 1 year):** _______________

**Proposed pay rate:** _______________________

**G/L account to be charged:** _______________________

**Proposed start date:** ______________________

(if less than three months after vacancy was created, please explain. Attach additional sheet if necessary):

**Supporting documentation:** Attach: 1) A copy of the job description, 2) an explanation why this position is necessary, and 3) an explanation of all options (internal and external) considered as opposed to hiring this position.

**Position Requested By:**

__________________________________________

**Date:** ______________________

---

### Section 2 – Budget Administrator and Leadership Approval
(To be submitted to Chief Financial Officer after approvals of Budget Administrator and Leadership member have been obtained.)

<table>
<thead>
<tr>
<th>Budget Administrator / Date</th>
<th>Dean (if applicable)</th>
<th>Vice Pres. or Exec. Director / Date</th>
</tr>
</thead>
</table>

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### Section 3 – Verification of Budget Information
(To be completed by the Chief Financial Officer and submitted to Human Resources.)

Adequate funding for salary and benefits was approved in the current fiscal year budget, or adequate funds have been moved to the appropriate accounts to cover the salary and benefits for this position.

**Salary Amount:** ______________________

**G/L account to be charged:** ______________________

**Burden Amount:** ______________________

**Verified By:** ______________________

**Date:** ______________________

Chief Financial Officer

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### Section 4 – Human Resources/Administration Approval
(After signature, submit form to President for approval.)

**Job Description Approved:**

| ____ | Yes |
| ____ | No |

**Approved Pay Rate:** ______________________

**Approved: ______________________

**Date:** ______________________

**Dir of Human Resources**

**VP of Administration**

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### Section 5 – Approval of President
(After signature, return form to Human Resources.)

**Approved:** ______________________

**Date:** ______________________