



Contact Information:

Complete all fields except those indicating Budget and Accounting Use.

NEW POSITION INFORMATION:

Position Title (30 character limit)

Department Name

Date Position Is Needed

Remarks

POSITION FUNDING INFORMATION:

Number
Description

Number
Description

Number
Description

Number
Description

BUDGET USE ONLY:

| Deactivated Position Number | New Position Number | Position Eclass | Date Created | Initials |
|-----------------------------|---------------------|-----------------|--------------|----------|
|-----------------------------|---------------------|-----------------|--------------|----------|

Approvals

| | | | |
|-------------------|------|----------------|------|
| Financial Manager | Date | Vice President | Date |
|-------------------|------|----------------|------|

| | | | |
|-------|------|--------------------------|------|
| Chair | Date | President, if applicable | Date |
|-------|------|--------------------------|------|

| | | | |
|------|------|--------|------|
| Dean | Date | Budget | Date |
|------|------|--------|------|

Copy to HR
 Copy to Requesting Department
 Copy to Requesting VP
 Copy to President's Office

Retain a copy for your department