



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
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Approvals

Financial Manager	Date	Vice President	Date
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Chair	Date	President, if applicable	Date
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Dean	Date	Budget	Date
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Copy to HR
 Copy to Requesting Department
 Copy to Requesting VP
 Copy to President's Office

Retain a copy for your department