Request and Justification to Post Staff Positions

1. Job Title: _____ Job Level: _____

2. Program/Department/School:_____ College:_____

3. Replacement for: _____
   (Attach copy of resignation letter or other appropriate documentation if available).

4. Identify the source of funds for position*:

Budget Page #	PeopleSoft Budget Chart Fields	Position #	Line #	Budgeted Amount	Requested Salary	Number of Days to Post

*If the budget source of funds for the position is different from where the individual will be paid, attach a Budget Revision form.

5. Contract/Grant Activities for program/department if applicable:
   _____
   _____
   _____

6. Please provide justification for this position, and consequences of not filling position:
   _____
   _____
   _____
   _____
   _____
   _____

_____/_____ _____/_____
Chair/Director Date Dean Date

_____/_____ _____/_____
Respective Vice –President or Provost Date Chief Financial Officer Date

_____/_____
President (if applicable) / Date