



**SECTION III: Fiscal Information**

**Funding Required (Check and complete applicable action)**

Replacement - current budget: -----Salary/Benefits in current budget: \$ -

Replacement/Reclassification/Change  
 Current Grade/Step: \_\_\_\_\_Salary/Benefits: \$ -  
 New Grade: \_\_\_\_\_Salary/Benefits: \$ -

New Position - salary/benefits not in budget for this position  
 Grade/Step: \_\_\_\_\_Salary/Benefits: \$ -

**A. TOTAL FUNDS NEEDED: \$ -**

**Source of Funding [Check and complete applicable funding source(s)]**

General Fund Unrestricted  General Fund Restricted

Transfer of Funds from within Division (indicate budget chartfields for source of funding and amount transferred)

Fund	Org/Dept	Program	Sub-Class	Proj/Grant	Account	Amount
					<b>Total:</b>	<b>\$ -</b>

Request augmentation from General Fund Amount Requested: \$ -

**Fiscal Services Verified:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **B. TOTAL FUNDING SOURCES: \$ -**

(NOTE: A and B must equal)

**INSTRUCTIONS:**

Complete this form to authorize all new positions, replacements, reclassification of vacant positions, changes to any current positions, and to recruit for vacant positions.

1. Complete all sections. (All sections must be completed or form will be returned.)
2. Use comment section to explain changes, special circumstances, etc.
3. All signatures/approval of the department chairperson, division dean, and executive administrator must be obtained prior to submitting form.
4. **Forward original to Human Resource Services, room A-1, for processing.**

The following steps will take place prior to recruiting for a position:  
 1) After H.R. verification, H.R. will forward to Finance & Administrative Services for fiscal verification; 2) Final approval from Executive Administration.

NOTE: For classified and administrative positions, a position description must be on file in the Human Resource Services office. Contact Human Resource Services for a copy of the current position description or for appropriate forms to create a new position description. This form should be used for reclassification of **vacant** positions.