

Today's Date:

Requested by:

Department:

**Action requested:**

**New** regular staff position      Title Requested

**Reclassification** of regular staff position      Title Requested

**Fill** existing regular staff position      Title

Position number (leave blank if a new position request):

Funding source (cost object number):

Additional funding information (If requesting either a new position or reclassification please use this drop down menu):

Justification (Please indicate **both** the funding availability and the **need** for this position):

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For M-G CAFE Business Center Use

Reviewer Comments

Approver Comments