



## CAFE Staff Position Action Request Form

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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 source information:

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

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For CAFE Business Center Use

Reviewer Comments

Approver Comments