**Request for Authorization to Fill Position**

Org. Code 100XXX \_\_\_\_\_\_\_\_\_\_\_\_

Department Name

Division 100184 AVPAF

Position Number Position Title

Hiring Range Banner Fund(s)

 E&G  Grants/Contracts  Stores  Auxiliaries  Other \_\_\_\_\_\_\_\_\_\_\_\_

Last Incumbent Date Separated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Why does this position need to be filled?** Does the position involve an essential function or immediate public safety or compliance issue that cannot be performed with the existing resources? What are the operational needs of the organization that require filling the position?
2. **What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions?**

.

1. **How has this vacancy/need been covered so far?** What are the consequences of deferring hiring for this position for the next several months and beyond?

**Administrative Area**

Unit Administrator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division Head \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appropriate Vice President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval granted to fill no earlier than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: All recruitment materials must contain phrase, “contingent upon available funding.”**