FUNDING: PLEASE NOTE THAT ALL REQUESTS REQUIRING ADDITIONAL FUNDING TO EXISTING BUDGETS MUST BE ACCOMPANIED BY WRITTEN JUSTIFICATION AND MUST RECEIVE THE APPROVAL OF THE TREASURER'S OFFICE BEFORE A PERSONNEL SUBSTITUTE MAY BE ASSIGNED.

Date: _____________________  Department Name/Account #: ______________________________

Period of Coverage (Inclusive Dates): ______________________________

Reason for Coverage: ____________________________________________

Replacement: _____________________  For Whom: _____________________

Reason: ________________________________

Additional Help: _____________________  Reason: _____________________

Brief explanation of duties and responsibilities:

________________________________________________________________________

Special Qualifications: ________________________________________________

Alternatives Investigated: (Please indicate the alternative courses of action you have considered to provide coverage).

Can assistance be provided through any other sources (workstudy, other departments, etc.)?

________________________________________________________________________

Can a combination of call forwarding and/or utilization of other department staff provide coverage during this time period?

________________________________________________________________________

Can adequate coverage be obtained through a shorter work schedule? Please identify hours and days required.

________________________________________________________________________

________________________________________________________________________

Department Head  Division Head

TO BE COMPLETED BY HUMAN RESOURCES

Person Assigned: ______________________________________________________

Rate/Hour: _____________________  Hours/Days: _____________________  Approved $: _____________________

Start Date: _____________________  End Date: _____________________

Transfer Funds from: Account #: _____________________

to Account #: _____________________

Approvals:

Director of Human Resources  Director of Administrative Services