

College of Charleston
Request for Return of Funds to Fill Classified, Permanent Vacancy
with Temporary or Student Staff

Date: _____

TO: Everett McInnis, Director of Budgeting & Payroll

FROM: _____

Department: _____ Phone Number: _____

It is requested that funding from the swept vacancy monies be returned to allow the following person to fill the position described below as a temporary or student staff member.

Title: _____

Last filled by: _____

Name of temporary or student employee: _____

Contract start date: _____ Contract end date: _____

Hourly rate: _____ Lump sum: _____ Hours per week: _____

Estimated total earnings: _____ Account #: _____

Comments: _____

Department Head

Date