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