

**PERSONNEL REQUISITION**  
Sul Ross State University

**Instructions:** The department head will complete the Personnel Requisition form including justification for the new or vacant budgeted position and obtain signatures up to the Division Head. The Budget Office will verify funding and approve dates of employment. HR will verify employment eligibility. The President has final authority to approve posting a position. This form is subject to review/revision.

Date of Requisition \_\_\_\_\_  
 Department \_\_\_\_\_  
 Department FOAPA \_\_\_\_\_  
 Applications sent to \_\_\_\_\_  
 SRSU Job Title \_\_\_\_\_  
 Salary Requested \_\_\_\_\_

**Funding must be verified by Budget Office prior to submission to HR**

Finance/Budget \_\_\_\_\_ print name \_\_\_\_\_ signature \_\_\_\_\_ Date \_\_\_\_\_

Mark X in box that applies	Student Position	Inclusive Dates:
	Temporary Position	Inclusive Dates:
	Permanent, Full Time	Beginning Date:
	Permanent, Part Time	Beginning Date:
	Replacement Position	For Whom: Last Working Date:
	New Position; proposed job description attached.	
	Existing SRSU job classification; job description on file in HR.	
	New SRSU job classification; job description attached.	

Campus:  
 Alpine     Eagle Pass     Del Rio     Uvalde     Remote: reporting to \_\_\_\_\_ (specify campus)

**JUSTIFICATION:** Explain the need for this position, you may use one separate sheet of paper if needed.

All requests must be submitted on this form and from the Department Chair/Supervisor

Requested by: \_\_\_\_\_  
 Department Head \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name

Dean/AVP (if needed) \_\_\_\_\_ Date \_\_\_\_\_  
 print name \_\_\_\_\_ signature \_\_\_\_\_

Division Head \_\_\_\_\_ Date \_\_\_\_\_  
 print name \_\_\_\_\_ signature \_\_\_\_\_

**Internal Use Only - Human Resources**

This form must be completed and signed before position is posted by Human Resources

Job Code: \_\_\_\_\_

Salary Group: \_\_\_\_\_

Position #: \_\_\_\_\_