

**REQUEST TO EXTEND TEMPORARY POSITION**

<i>Position Number;</i>		<i>Position Title:</i>		<i>Date of request:</i>
<i>Original Approval Date:</i>	<i>Current Position End Date:</i>	<i>Requested End Date:</i>	<i>Incumbent's name, if any:</i>	
<input type="checkbox"/> General Fund <input type="checkbox"/> Auxiliary Fund <input type="checkbox"/> Grant Fund		<i>Grant title/name, if applicable:</i>	<i>Grant end date, if applicable:</i>	

*Rationale. (Explain the source of funds. Continue on reverse if necessary):*

INITIATOR		CAMPUS/VICE PRESIDENT CONCURRENCE	
<i>Date &amp; phone:</i>	<i>Signature and title:</i>	<i>Date &amp; phone:</i>	<i>Signature and title:</i>

**INITIAL HUMAN RESOURCES REVIEW**

Position Profile Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No			<i>Control Number:</i>
<i>Remarks:</i>	<i>Date &amp; phone:</i>	<i>Signature and title:</i>	

**BUDGET REVIEW**

<i>Remarks:</i>	<i>Date &amp; Phone:</i>	<i>Signature and title:</i>
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**APPROVAL**

**POSITION ACTION BY HR**

<i>Remarks:</i>		<i>Position end date set to:</i>	
<i>Date:</i>	<i>Signature:</i>	<i>Date &amp; phone:</i>	<i>Signature and title:</i>
	President		