



# Position Vacancy Authorization

Position:

Pay Grade:

Salary Range:

GL Code(s):

Appointment Type:    FT                    PPT                    PT

New\*:                    Replacement:                    No. months (9, 10, 12, etc.)

This position will replace:

Date Position Available:

***\*New Position Justification:***

*May attach justification if already documented*

***Please make sure the job description is updated and attached to the Position Vacancy Authorization when filling a full-time OR part-time position.***

Authorized By:	Signature:	Date:
Hiring Supervisor		
Senior Administrator		
CFO		
President		