## COLUMBUS STATE

## Approval to Hire Full-time Position

Date Requested				
Name (if applicable to action requested)		Supervisory Organization		
Section 1 – Requester (complete the below information)				
Please provide detailed justification for the request, including financial funding and permanent duties.				
Provide the following: The budgeted amount for the position	on \$ The	e proposed sala	ry for the position \$	
How long has the position been vac	ant? How	many vacancie	es are in your cost center?	
How is the work being done now (check one box only)?				
Distributed to one person	Distributed to multiple	people	Not currently being done	
Explain why the work is not being done:				
Why is it important to the College that this position request be approved?				
Justification Statement:				
How is the position currently funded? Choose an item.				
100% Operating Funds	Reserve Funds	New F	unding Request	
100% Grant Funds	Vacancy Credits	Alterna	tive Funding Source	

Combination \_\_\_\_\_

## Combination/Alternative funding, please explain:

What is the return on investment:

If the position is approved will				
there be cost savings? Choose				
an item. Yes No				
If yes, explain				
Add any additional information for consideration	on:			
Section 2 – Cost Center Manager Review and Appro	oval			
Cost Center Approver:	Title:			
Department Leader:				
Division Vice President Approves the request and route to cboyer5@cso	cc.edu to submit for final approval (See Section 3).			
Section 3 – Approvals (Route via DocuSign)				
Review by VP of Administration Richard Hatche	er			
Accepted Not Accepted	_			
Review by Executive VP Dr. Rebecca Butler				
Accepted Not Accepted				
Review and Approved by President				
Accepted Not Accepted				