SOUTH TEXAS COLLEGE
PERSONNEL REQUISITION
WITH RESTRICTED FUNDING

Date | Position Title From Grant Proposal | Position #

Title of Grant (no abbreviations, please) | Supervisor of Position | Phone Number

POSITION STATUS:

Category _____Direct Wage **Pay Level** _____ (1, 2, 3, 4, 5, 6, or 7) **Campus Location**_____
_____Classified
_____Professional Support Staff **Division/Department**_____
_____Administrative

Temporary _____Full-time
_____Part-time (Part -time positions are not to exceed 19 Hours)

Benefits Eligible _____Yes (assignment must be full-time and expected to last more than 4 ½ months)
_____No

Desired Starting Date **Ending Date Of Grant and/or Position**

POSITION IDENTIFICATION:

Replacement for: _____

Grant accepted by the Board on _____(Date)

Grant Account No. _____Object Code_____ Percent of Funding_____

2nd Account No. _____Object Code_____ Percent of Funding_____

_____ Job Description Attached (only if new title or revised responsibilities)

Advertising paid for from discretionary account _____Yes _____No

Job Announcement: _____Valley Search _____ State Search

APPROVALS

1. _____
Supervisor Date

2. _____
Grant Manager Date

3. _____
Compliance Specialist Date

4. _____
Account Manager Date

5. _____
Position Control Date

6. _____
Budget Control Date

7. _____
Human Resources Date

8. _____
President Date

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, sex, age, veteran status, or disability. 01/08

YELLOW FORM