Vacant and New Position Budget Request

To be completed when a UA System Office position that has been vacant for 1 year or more will be filled, or a new position is requested. Please complete the form for Regular, Term and Executive vacancies. Student and temporary positions do not require this form.

Department: _____

Job Family Title: _____ Grade: _____

Position Type (non-exempt, exempt, exec): _____ Continuing or Term: _____

Current PCN (or "New" if new position): _____ Fund/Org: _____

Prior Incumbent: _____ Date of Vacancy: _____

Budget/Funding source: _____

Department Signature (Hiring Authority): _____ Date: _____

Budget Office Use Only

Budget Available: _____

Position Budget Requirement: _____

Difference (deficit): _____

Budget Revision to Department for position: _____

System Office Budget: _____Date: _____

Controller: _____ Date: _____