

UMC Position Request Financial Resource Allocation Authorization

This form is designed to assist administrators and department heads with resource allocation. It is to be completed by the hiring authority and approved by unit's Dean/Administrative Officer and UMC's Vice Chancellor for Finance **prior** to completing a Form 1596 or Position Requisition (Form 465). After approval, retain a copy of this form in your file and forward the original to: Director of Human Resources, 304 Selvig Hall, 2900 University Avenue, University of Minnesota, Crookston.

PLEASE TYPE OR PRINT CLEARLY

Position: _____

Department: _____

Number of positions One Multiple hires _____ (enter number)

Type of Position	Class Number	Title (one entry per line)	Appointment Type		% Time
			Term	Type	
(18XX) Clerical	_____	_____	____/	____/	_____
(49XX) Technical	_____	_____	____/	____/	_____
(6XXX) Teamster	_____	_____	____/	____/	_____
(7XXX) Civil Service	_____	_____	____/	____/	_____
(8XXX) Civil Service	_____	_____	____/	____/	_____
(93XX) Administrative	_____	_____	____/	____/	_____
(94XX) Faculty	_____	_____	____/	____/	_____
(97XX) Professional	_____	_____	____/	____/	_____

Annual salary amount
Annual fringe benefit amount
Budget number(s)

In the space below explain any reallocation or shifts of approved budget line items:

Signature – Hiring Authority	Date / /
Approved – Dean/Administrative Officer	Date / /
Approved – Vice Chancellor for Finance	Date / /