

Macon State College

Request for Approval to Fill Critical Personnel Vacancy

1. Department _____

2. Position Title _____

3. Position Number _____

4. Annual Salary _____

5. Fund Sources % State Funds _____ % Federal or Other Funds _____

6. Estimated Hiring Date _____

7. Justification Statement – Critical Impacts Associated with Hiring Delay _____

Budget Manager _____ Date: _____

Budget Manager's _____ Date: _____
Supervisor – Approval

VPFA Approval _____ Date: _____

Please submit this form along with the Personnel Request Form.