**AGENCY HIRING REQUEST FUNDING APPROVAL**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position Role/WorkTitle:** | | | | | |  | | | | | | | | | | | | | | | | |
| **Position Number:** | | | | |  | | | | | | | | | | | | | | | | | |
| **Division:** | |  | | | | | | | | | | | | | | | | | | | | |
| **Estimated Date to Fill (60 days):** | | | | | | | | | |  | | | | | | | | | | | | |
| **Position:**  New  Vacancy | | | | | | | Vacant effective: | | | | | | | |  | | | | | | | |
| **Existing Funding for Position** (include actual benefit cost and equipment– see chart below): | | | | | | | | | | | | | | |  | | | | | | | |
| **Requested Funding for Position** (include benefits cost of 38% and equipment- see chart below): | | | | | | | | | | | | | | |  | | | | | | | |
| **Existing Employee Leave Payout (HR will complete):** | | | | | | | | | | | | | | | |  | | | | | | |
| **Total Projected Additional Cost Up To:** | | | | | | | | | | |  | | | | | | | | | | | |
| **Previous Incumbent:** | | | | | | **Amount** | | | | **New Incumbent:** | | | | | | | | | | **Amount** | | |
| Phone | | | Yes No | | | $660.50 | | | | Phone | | | Yes No | | | | | | | $660.50 | | |
| Car | | | Yes No | | | $3,711.50 | | | | Car | | | Yes  No | | | | | | | $3,711.50 | | |
| MiFi | | | Yes No | | | $558.00 | | | | MiFi | | | Yes No | | | | | | | $558.00 | | |
| Laptop | | | Yes No | | | $2,318.64 | | | | Laptop | | | Yes No | | | | | | | $2,318.64 | | |
| Tablet | | | Yes No | | | $2,861.16 | | | | Tablet | | | Yes No | | | | | | | $2,861.16 | | |
| Desktop | | | Yes No | | | $1,923.84 | | | | Desktop | | | Yes No | | | | | | | $1,923.84 | | |
|  | | | Yes No | | |  | | | |  | | | Yes No | | | | | | |  | | |
|  | | | **Total** | | |  | | | |  | | | **Total** | | | | | | |  | | |
| **Final Total Estimated Position Cost:** | | | | | | | | | |  | | | | | | |  | | | | | |
| **Grant Funded:**  Yes  No | | | | | | | |  | | | | | | | | | |  | | | | |
| **Fund:** |  | | | **Program:** | |  | | | **Project** | | |  | | **Cost:** | | | | |  | | % |  |
| **Fund:** |  | | | **Program:** | |  | | | **Project** | | |  | | **Cost:** | | | | |  | | % |  |
| **Fund:** |  | | | **Program:** | |  | | | **Project** | | |  | | **Cost:** | | | | |  | | % |  |

**Chief Financial Officer Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**