**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**