



Appointment Details:

Incumbents Name	Staff ID Number
Position Number	Position Title
Classification Level	New Contract End Date
Faculty / Division	School / Section
Campus	Salary Account Code
Employment Status	If Part Time, What Percentage

Does this appointee hold a substantive appointment elsewhere in the University?

Reason for requesting to renew this fixed term contract?

Contact Information:

Name of Direct Supervisor for Position	Direct Supervisors Contact Number
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Funding Verification:

To verify the availability of funds, please use the submit button which will automatically generate an email for you to email this form to the budget centre manager.

Submit to the Budget Centre Manager

If financial advice is required in regards to your budget, please contact Stephen Smith on: 19896 or email budget@csu.edu.au .

I verify there are sufficient funds available to support this request.

Budget Centre Manager	_____	_____	_____
	Name	Signature	Date

Are there any details relating to the availability of funds?

Authorisation:

Once you have received the budget centre managers signature for verification of funds, please forward this requisition to the Dean / Executive Director for approval by utilising the submit button.

Submit to the Dean / Executive Director

I authorise this action and certify that funds are available. I approve the expenditure of the funds associated with recruiting for this position including: advertising, travel, accommodation, interview expenses, removal and other related expenses.

Dean/Executive Director

_____ Name

_____ Signature

_____ Date

Final Processing:

Once you have obtained finance verification and the Dean / Executive Directors authorisation please forward this requisition to the Division of Human Resources for processing by utilising the submit button.

Submit to the Division of Human Resources