



**Position Information:**

Position Number

Details of proposed changes

Reason for making changes to this position

**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](mailto: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 commit funds for the change of this position.

**Dean /Executive Director**

\_\_\_\_\_ Name

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

**Final Processing:**

Once you have obtained the finance verification number and the Dean / Executive Directors authorisation please email this requisition together with the following to [hr@csu.edu.au](mailto:hr@csu.edu.au)

- [Duty Statement](#) (general positions only), consistent with the [Position Level Descriptors](#) in the University's Enterprise Agreement.

**HR Office:**

**HR / Evaluation Approval**

\_\_\_\_\_ Name

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

**Additional Approval**

\_\_\_\_\_ Name

\_\_\_\_\_ Signature

\_\_\_\_\_ Date