

POSITION CONTROL NO. _____

Job Requisition No. _____



JACKSON STATE UNIVERSITY

JACKSON, MISSISSIPPI 39217

OFFICE OF
HUMAN RESOURCES

(601) 979-2015

JOB REQUISITION FORM

DEPARTMENT			DATE OF REQUEST
B U D G E T A R Y	JOB TITLE		DATE NEEDED
	NAME OF EMPLOYEE BEING REPLACED		INCUMBENT'S TERMINATION DATE
	ACCOUNT TITLE		BUDGET ACCOUNT NUMBER
	FULL-TIME	PART-TIME	TEMPORARY

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CHAIRMAN/DIRECTOR	DATE
DEAN	DATE
VICE PRESIDENT	DATE
DIRECTOR OF BUDGET AND FINANCIAL ANALYSIS	DATE
DIRECTOR OF HUMAN RESOURCES	DATE

WHITE - Human Resources GREEN - Budget and Financial Analysis CANARY - Vice President PINK - Dean GOLD - Chairman/Director