



Personnel Requisition

Requisition Number

Texas Christian University
 Human Resources
 TCU Box 298200

The employing department must complete this form for vacancies and new positions for all exempt and nonexempt staff. Temporary staff positions for 30 days or more require a requisition. Please attach a copy of job profile. Refer to position roster for job details.

Position Information

Job Title		Position Number		Job Code	
Reason for Posting Position		Name of Person Last in Position		Transfer/Termination PAF submitted?	
Department Name			Department #	Fund	Account
					Project #
Job Type		Full/Part Time	Employee Class		Pay Group
Minimum Starting Salary		FTE	Hours Per Week		Weeks Per Year

Hiring Contact

Name		E-mail		Phone Ext.	
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Authorizations

Amount Budgeted	
Revised Annual Budget Amount	

All requisitions require Budget Office approval before sending to Chancellor's Office.

Budget Office	
Chair/Supervisor	
Unit Head	
Vice Chancellor	
Chancellor	

Date	
Date	
Date	
Date	
Date	