

East Allen County Schools Personnel Requisition

Job Code

Position

Location Hours Per Day

New Position

Replacement for

Retirement/Resignation

Transfer

Rationale

FUND(S) TO BE CHARGED

ACCT. NUMBER	<input style="width: 95%; height: 20px;" type="text"/>	%	<input style="width: 95%; height: 20px;" type="text"/>
ACCT. NUMBER	<input style="width: 95%; height: 20px;" type="text"/>	%	<input style="width: 95%; height: 20px;" type="text"/>
ACCT. NUMBER	<input style="width: 95%; height: 20px;" type="text"/>	%	<input style="width: 95%; height: 20px;" type="text"/>

General Fund Special Grant Trans Fund Food Service Other

Administrator Requesting	<input style="width: 95%; height: 20px;" type="text"/>	Date	<input style="width: 95%; height: 20px;" type="text"/>
Asst. Super/Dir Approval	<input style="width: 95%; height: 20px;" type="text"/>	Date	<input style="width: 95%; height: 20px;" type="text"/>
Asst. Super/Dir Approval (if needed)	<input style="width: 95%; height: 20px;" type="text"/>	Date	<input style="width: 95%; height: 20px;" type="text"/>
Administrative Services Approval	<input style="width: 95%; height: 20px;" type="text"/>	Date	<input style="width: 95%; height: 20px;" type="text"/>
Human Resources Approval	<input style="width: 95%; height: 20px;" type="text"/>	Date	<input style="width: 95%; height: 20px;" type="text"/>
Superintendent Approval	<input style="width: 95%; height: 20px;" type="text"/>	Date	<input style="width: 95%; height: 20px;" type="text"/>

To be completed by Human Resources:

Position Posted from to

Position filled by Date