## Purchase Order/FTE/Consultant Request Form

Choose One: S100K* Consultant/MITemp	s New Hire Consultant/MITemps Renewal
New Employee	Replacement Employee
Request Date:	Purchase Order Amount:
Requestor:	Employee Salary Range:
Directorate:	Total Consultant/Temp Hire Amount:
Vendor:	Sponsor:

Financial Section to be completed by supporting FBC

Funding Source:	
Expense Budgeted:	Expenses to be charged to:
Yes, Cost Object: GL Account:	Cost Object: GL Account:
Amount:	Amount:
☐ No, please explain	
(If Capital) Depreciation Life:	

Business Justification (explain in terms of strategic, operational, and/or workforce planning goals and in context of current workforce demographics):

Installation Timeframe/Project Date Range (\$100K & Consultant Hire Only):

Additional Information for Employee or Consultant Hire:		
Position/Job Title:		
Job Description:		
Target Fill Date:		
Reporting Structure (Attach document if necessary):		
Where are you in the search process?:		
FTE%: Admin Support Grade Level:		
Is this a new position, or a replacement?:		
If a replacement, how long was the position vacant?:		
If replacement, why can't existing FTE's be repurposed?:		
If replacement, why can't existing FTE's be repurposed?:		

Additional Comments:

\*For \$100K Approval, please also submit the necessary Procurement documentation