



### Budget Authorization Form

#### Tax-Levy Funds

Search Yes  No   
 New Position Yes  No   
 Replacing Retirement/Termination Yes  No   
 Authorization for Substitute Yes  No   
 Other (i.e., Temp, Appt from List, etc) \_\_\_\_\_

Department/Office: \_\_\_\_\_ Region/School: \_\_\_\_\_

Payroll Title: \_\_\_\_\_

Functional Title/Business Card Title: \_\_\_\_\_

Reports to: \_\_\_\_\_

Previous Occupant First and Last Name: \_\_\_\_\_ Salary of Previous Occupant: \$ \_\_\_\_\_

Previous Occupant CUNYfirst Employee ID #: \_\_\_\_\_

Previous Occupant's Title: \_\_\_\_\_

Anticipated Date of Appointment: \_\_\_\_/\_\_\_\_/\_\_\_\_ Maximum Salary Requested: \$ \_\_\_\_\_

Potential/Current Employee: \_\_\_\_\_

CUNYfirst Title: \_\_\_\_\_

CUNYfirst Position #: \_\_\_\_\_ Effective Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Prepared by Chair/Head of Department: \_\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved by Dean/Director: \_\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_

Line #: _____	Search #: _____	<b>FOR BUDGET USE ONLY</b>
Maximum Salary Approved _____	Funding Source: _____	Line Conversion <input type="checkbox"/>

Approved by VP for Finance, HR & Business Development: \_\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved by Provost/Divisional Vice President: \_\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_

Affirmative Action Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_

Advertising Plan Comments? Y/N