



Preparing people to lead extraordinary lives

## POSITION MANAGEMENT FORM

*Use this form to list staff position reductions for your department.*

Position Number:

Business Unit Department:

Position Title:

Incumbent Name:

Dean/VP Unit:

Accounting Unit/Account	Salary
<b>Total:</b>	

**Check one:**

- Position and salary budget is being completely removed from the budget.
- Position and salary budget is being partially removed from the budget. Please provide the new budget distribution below.

**New Budget Re-allocation**

Accounting Unit/Account	Salary	Position Number <i>(if applicable)</i>
	<b>Total:</b>	

**Total Budget Reduction:**

**Comments:**

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Business Manager/Hiring Manager

**Submit to Budget Office and Human Resources**