



POSITION MANAGEMENT FORM

Preparing people to lead extraordinary lives

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
	Total:

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>
	Total:	

Total Budget Reduction:

Comments:

Submitted by: _____ Date: _____
Business Manager/Hiring Manager

Submit to Budget Office and Human Resources