



**Position Release Form**

For Annual Salary Rate Positions, funded by Personal Service Resources, only. See Position Release Form Instructions for additional information.

Vacancy Due To:  New Position\*  Retirement  Resignation  Other Separation  
Explanation (if needed):

\* A line number will be assigned by the Budget Office if a new position is being established. To confirm the permanent resources for the position please call the Budget Office at 878-4312.

REQUIRED INFORMATION	CURRENT STATUS (Press F1 for Help in each field)	TARGETED STATUS (Press F1 for Help in each field)	
		<input type="checkbox"/> Select Box if no changes other than Annual Salary Rate	
Department	Campus Services	Campus Services	
Account Title	Custodial Services	Custodial Services	
Account Number	860603-00 only	860603-00 only	
Budget Title	Cleaner	Targeted Title: Cleaner	
Local Title	Cleaner	Cleaner	
Salary Rank/Grade	SG - 5	Classified Rank:	SG - 5
FTE	1.0	1.0	
Obligation	Calendar Year (CAL) 12 mos.	Calendar Year (CAL) 12 mos	CY Select: CY Select:
Annual Salary Rate	\$35,000.00	Hiring Rate: \$26,274	Classified
Anticipated Hire Date	N/A	7/1/13	
Press F1 for Additional Information: <b>Pay Basis</b> <b>Approvals</b> <b>Expiry Date</b> <b>Budget Transfer</b>			

**Approvals:**

Director Name	5/1/13	Budget Office Approval	5/2/13
1. Department Chair / Director	Date	5. Budget Office	Date
Associate VP Name	5/1/13	N/A	
2. Dean / Associate VP	Date	4. President (for M/C & Area positions)	Date
Vice President Name	5/1/13		
3. Provost / Vice President / CIO	Date		

**Send:** the completed form to the Budget Office at [budgetoffice@buffalostate.edu](mailto:budgetoffice@buffalostate.edu).

**Distributions:**

The Budget Office will distribute a copy of the approved Position Release to all approvers and the Office of Human Resource Management.

Program approvers may specify additional staff to whom the approved Position Release will be distributed. Please limit to three names:

Name, \_\_\_\_\_, \_\_\_\_\_