



MEMORANDUM

DATE: _____

TO: Area Vice President

FROM: _____

SUBJECT: **REQUEST FOR BUDGET CLEARANCE ON CLASSIFIED NON-PERMANENT OR OVERTIME HELP**

Budget clearance is requested for an estimated \$ _____ and _____ hours of:

(Check one) Overtime/Comp-Time Non-Permanent

from Cost Center # _____

for the follow period: _____ to _____

for the purposoe of: _____

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Area Vice President Approval

Project Approved

Area Vice President Signature

Project Disapproved

Date

=====
Business Services Approval

Funds Available

Diane Illies

Funds NOT available at this time

Date

Comments: _____

=====
Human Resources Approval

Project Approved

Linda Gilsrud

Project Disapproved

Date

Comments: _____

- Routing Procedure:
- 1) Vice President
 - 2) Accounting Office (Deputy 201)
 - 3) Human Resources/Affirmative Action Office (Deputy 350)
 - 4) Payroll Office (Deputy 202)