



# Personnel Requisition

Requisition Number

Texas Christian University  
 Human Resources  
 TCU Box 298200

The employing department must complete this form for vacancies and new positions for all exempt and nonexempt staff. Temporary staff positions for 30 days or more require a requisition. Please attach a copy of job profile. Refer to position roster for job details.

## Position Information

Job Title		Position Number		Job Code	
Reason for Posting Position		Name Of Person Last in Position		Transfer/Termination PAF submitted?	
Department Name		Department #	Fund	Account	Program #
Job Type	Full/Part Time	Employee Class		Pay Group	
Minimum Starting Salary	FTE	Hours Per Week	Weeks Per Year		

## Budget Information

All increases to amount budget require Budget Office approval before sending Personnel Requisition to Human Resources.

Amount Budgeted					
Revised Annual Budget Amount	Budget Office Authorization				

## Hiring Contact

Name				E-mail			Phone Ext.	
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## Authorizations

Chair/Supervisor				Date		
Unit Head				Date		
Vice Chancellor				Date		
Human Resources				Date		

## Human Resources Use Only

Date Received				Requisition Number		
Date Posted				End of 5 Day Posting Period		