



2023 – 2025
Personal Services Request

*Department:

* Provisional to Regular:

*Quantity:

*Position Title:

*Funding Source:

Working Title:

Requested LIM Salary:

*Action Requested:

Line Item (HR Only):

*Brief Description of Duties (Please be as specific as possible):

Required fields are indicated with an asterisk (*).

*Justification (Please be as specific as possible):



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Please indicate which position your department will give up to request the new position.

Position Title:

Position Number:

If your department chooses not to give up a position to request the new position, put NA in the Position Number field and then select from the below reasons of exceptional circumstances.

Exceptional Circumstance:

Justification for Exception:

Vice Chancellor Approval