

INSTRUCTIONS: *Employee-initiated requests should be submitted to appropriate manager with a copy forwarded to HR for review. Manager-initiated requests should be signed by appropriate administrators and forwarded to HR for review. For MPP's, use the MPP Action Form.*

EMPLOYEE INFORMATION				
Employee Name		Classification		
Unit/Department		Division		
CSUEU (Units 2, 5, 7, 9)	APC (Unit 4)	Teamsters (Unit 6)	SUPA (Unit 8)	Confidential
Requested By Employee	Manager	Requestor Name		Date Requested

JUSTIFICATION FOR REQUEST <i>*Attach additional information, as needed</i>
SAMPLE

AMOUNT REQUESTED
Percentage/Amount Requested:
FUNDING CONFIRMATION: <i>Funding for approved requests must come from the employee's primary department.</i>
Funding Source:

APPROVED FOR REVIEW		
Dean/Director/Administrator	Date	Comments
PAT Reviewer (optional)	Date	Comments
2ndPAT Reviewer (optional)	Date	Comments
PAT Member	Date	Comments

RECEIVED BY HUMAN RESOURCES	
HR Analyst	Date