

UNIVERSITY BUDGET OFFICE ATTRITION REQUEST FORM

Attrition funds are generated from salary funds remaining from a vacant position (faculty professional, faculty administrator and classified) after all payroll and termination costs have been satisfied. Examples of how attrition funds are generated may include: (1) savings from positions being vacant for long periods of time, (2) savings when a member of the faculty or staff goes on leave without pay status. Attrition funds are held in the University's contingency fund and are primarily utilized to support unforeseen circumstances as well as to provide funding for specific projects on a one-time basis at the discretion of the University President.

Attrition funds may also be used to support emergency workload replacement or training needs at the request of the Budget Unit Director. Emergency workload replacement is to be associated with a specific vacancy in the budget unit. Departments may utilize this form to request use of attrition funds for these purposes. The Budget Unit Director should submit the attrition request to the Budget Office for review and approval.

DEPARTMENTAL INFORMATION (all sections must be completed)

Departmental Name:	
Position Number:	Position Orgn Code:
Date of Vacancy:	Anticipated Classified Hire Date:
Where attrition will be used:	Amount Requested: (hourly rate x hours per week x number of weeks = amount requested)
Orgn code:	Hourly rate _____
Sub Account code:	Hours per week _____
	Number of Weeks _____
	Amount Requested _____
Reason workload replacement is being requested:	
Budget Unit Director Signature:	

BUDGET OFFICE ANALYSIS

Opal Position Budgeted Amount	\$
Year to Date Expenditures:	\$
LPO	\$
Pulled Attrition	\$
Previously Approved Department Attrition	\$
Encumbrance	\$

Opal Amount - Expenditures - LPO – Pulled Attr – Encumbrance =

Attrition Dollars Available to Department	\$
Comment:	