Position Control Procedures

All changes to position control require a position control form.

ACTION	DEPARTMENT	SCHOOL
Complete Form		
1. Complete MIS Form #545 - Position Control Change (PC) Form	Department Head completes PC Form	School sends request to LCED to complete PC Form
Authorizations		
2. Department Head Approval	Head of the department (typically a Director) must sign in the authorization section of the form	LCED must sign in the authorization section of the form
3. Grants Administration Approval	If the request involves grant funding, the form must be submitted to Grants Administration to review changes and ensure the position request complies with the grant(s). Send the form to: **Tammy Rabon,** *Supervisor* trabon@pasco.k12.fl.us x42590 **OR** **Brian Schultz**, *Program Coordinator* bschultz@pasco.k12.fl.us x42238 Once Grants Administration has approved the request, they will send the form to Finance for the next approval.	
4. Finance Approval	ALL coding must be reviewed by Finance to verify coding. If a new budget line is required, Finance will create the new budget line once the request has been approved. Submit the PC Form to the appropriate Finance contact: ***PLACE:*** **Lezly Garcia**, *Financial Accounting Analyst* legarcia@pasco.k12.fl.us x42922 ***All Others:*** **Laura Fedeanis**, *Financial Accounting Analyst* lfedeani@pasco.k12.fl.us X42284	
5. Superintendent Staff Approval	Obtain Assistant Superintendent or Executive Director/LCED approval	
6. Board Approval	If there is a net increase in position units or a change in fund source, Board approval is required. Send the form to Peggy Facemire to send to the next available Board meeting.	
Submit Form		
7. Submit Form to Position Control	Once all required approvals have been obtained, send an electronic copy of the signed form to: **Jennie Sodetz**, *Position Control Specialist* jsodetz@pasco.k12.fl.us x42497 Changes should be reflected in the system within one business day. New budget lines may take longer.	