



POSITION CONTROL CHANGE FORM

District School Board of Pasco County

| | | |
|-------------|-------------------|--|
| Date | Department | |
|-------------|-------------------|--|

| Position Change(s) Requested | | | | | |
|------------------------------|------------------|----------------|-----------------------|--------------------------------------|--|
| | Action Requested | Job Class Code | Job Class Description | Effective Date | Location (Responsible Center) |
| 1 | | | | | |
| | Funding % | Fund Source | Account strip | Position # <i>(if applicable)</i> | Employee Number/Name <i>(if applicable)</i> |
| | (1) | | | | |
| | (2) | | | | |

| | | | | | |
|---|-----------|-------------|---------------|--------------------------------------|--|
| 2 | | | | | |
| | Funding % | Fund Source | Account strip | Position # <i>(if applicable)</i> | Employee Number/Name <i>(if applicable)</i> |
| | (1) | | | | |
| | (2) | | | | |

| | | | | | |
|---|-----------|-------------|---------------|--------------------------------------|--|
| 3 | | | | | |
| | Funding % | Fund Source | Account strip | Position # <i>(if applicable)</i> | Employee Number/Name <i>(if applicable)</i> |
| | (1) | | | | |
| | (2) | | | | |

| | | | | | |
|---|-----------|-------------|---------------|--------------------------------------|--|
| 4 | | | | | |
| | Funding % | Fund Source | Account strip | Position # <i>(if applicable)</i> | Employee Number/Name <i>(if applicable)</i> |
| | (1) | | | | |
| | (2) | | | | |

Comments:

Approval Routing Instructions: Department → Grants Administration (if applicable) → Finance → Superintendent's Staff → Board (if applicable)

| Authorizations | | | |
|--|------|--|------|
| Department Head | Date | Finance (coding) | Date |
| Grants Administration (DSFP) | Date | Asst. Superintendent for Administration or CFO | Date |
| Board Approval Required <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Note: Board approval is required for net increases in position units, salary increases, and/or changes in fund source.</i> | | | Date |

If new position is grant funded, was the computer equipment budgeted within the grant? Yes No N/A, doesn't require a computer

To be used by Position Control:

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