A Requisition Must Be Submitted For Each Event.
**BALL STATE UNIVERSITY**
**\*CASUAL EMPLOYEE REQUISITION**
\*Camps, workshops and other short-term project employees.

| (1) Date: | (2) Originating Department: | 3) FOAP: |
|---|---|---|

| (4) Supervisor: | (5) Phone: | (6) Inclusive Employment Dates from: _____ to: _____ |
|---|---|---|

(7) Event/Reason for Vacancy:

☐ (8) Check <u>only</u> if funding source is a grant.

| (9) **Event No./ Week No.** | (10)  **Event Date(s)** | (11)  **Position Title(s)** | (12) **Quantity Per Title:** | (14) **Hourly Rate** |
|---|---|---|---|---|
| | | | | |

(14) Approvals:

_____
Supervisor                                                                Date

_____
Dean; Administrative Officer                                        Date

_____
Vice President                                                          Date

(15)  <u>Budget Office/Contracts and Grants Approval and Verification:</u>

_____
Budget Office, or Contracts and Grants                       Date

Inclusive Funding Dates: _____

Instructions:
(1)  Date form completed
(2)  Official department name
(3)  FOAP for payroll charges (Fund, Org#, Account, Program)
(4)  Name of supervisor for event
(5)  Phone extension of supervisor
(6)  Inclusive dates of camp(s)/workshop(s)/project/etc.
      Ex.) Event I = 7/1 thru 7/5, Event II = 7/7 thru 7/11
            then, inclusive dates are 7/1 thru 7/11
(7)  Ex.) Volleyball Camps, Journalism Workshop, Project
            title/dept.
(8)  If funding source is a grant, then route through Contracts & Grants.
(9)  Only list event/week number if more than one.
(10) List dates of each event.
            Wk I     7/1 – 7/5
            Wk II    7/7 – 7/11
(11) Ex.)Lecturer, coach, counselor, consultant, research participant, etc.
(12) Number of positions per title to be funded.
(13) Rate or range of pay. Ex.)$15/hr., $200 per camp, $150 – 300 per
      workshop.  Note: Indicate exact hourly pay rate at the top of the
      casual employee's data sheet.

Approvals:
(16) All requisitions must be approved/signed by the 1) supervisor,
      2) Dean or Administrative Head, and 3) signed or initialed by the Vice
      President of the area.
(15) Secure signed approval from the Budget Office (or Contracts &
      Grants if grant funded.)

**After form has been completed and all signatures obtained, forward
original copy to University Human Resource Services.   Additional
copies may be made as desired.**

Comments:

| **FOR UNIVERSITY HUMAN RESOURCE SERVICES USE ONLY** | | |
|---|---|---|
| **Date Received:** | **HR Rep:** | **Position No.:** |
| _____ | _____ | _____ |