

Pacific Northwest University of Health Sciences Pre-Approval Cover Sheet

This face sheet is to be completed for all staffing changes, contract agreements, policy/form amendments/additions, job description creation or any other obligatory arrangement with other entities. Please attach applicable documentation.

NEW HIRE/STAFFING PRE-APPROVAL (For hired/employed staff or faculty)

Position Title:		Budget Line/Cost:	
Start Date:		Hours/FTE:	
Purpose and Type of Arrangement:			
Appointment:			
EXPENSES:	DESCRIPTION	ESTIMATED COSTS	
Annual Salary:			
Computer Cost:			
Cell Phone:			
Space:			
Furniture:			
Travel/Training:			
Related Supplies:			
Grand Total:			

CONTRACT PRE-APPROVAL (For: Hospital Affiliations, MOU's/Agreements, Contracted Services or People)

Start Date:		Budget Line:	
Explanation:			

POLICY/FORM/JOB DESCRIPTION PRE-APPROVAL (attach appropriate documentation)

Effective Date:		Check type: PNWU _____ COM _____ Student _____
Explanation:		

APPROVAL SIGNATURES

Approval	Signature	Date
#1 Requested by:		
#2 Dean:		
#3 Chief Academic Officer:		
#3 HR Director:		
#4 CFO:		
#5 COO/CBO:		
#6 President:		