



AUTHORIZATION TO POST FORM

Please complete this form authorizing Human Resources-University Enterprises Corporation at CSUSB (“UEC”) to post a vacancy announcement beyond the mandatory UEC advertisements of campus and www.HireVeterans.com.

Please note that your department is responsible for any costs associated with placing an ad in the newspaper or on an internet job board. Please contact the Human Resources –UEC office for a list of current fees.

Position/Payroll Title: _____

Department: _____

Charge to:

Account	Fund	Dept	Project

Source (e.g. Internet)	Source Name: (e.g. CareerBuilder)	Requested posting time (e.g. 30 days, 60 days, 90 days)	Cost

Total:

APPROVED BY:

Director Approval

Date

Budget Approval

Date

Human Resources

Date

This position will not be processed until it has been approved by the Head of Human Resources, or their designee and other budget approval authorities authorizing the payment of all recruitment costs as listed above.