

**Town of Southampton  
Personnel Requisition Form**

Department: \_\_\_\_\_

Position: \_\_\_\_\_

New Position     Replacement     Copy of Posting Attached

Reason for Requisition:

\_\_\_\_\_  
\_\_\_\_\_

Requested Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Pay Scale/Salary: \_\_\_\_\_per\_\_\_\_\_      Number of Hours: \_\_\_\_\_per\_\_\_\_\_

Expense Account Line #: \_\_\_\_\_ Initial by Accounting \_\_\_\_\_

Source of Funds: General Fund    Revolving Fund    Grant    Enterprise Fund  
(circle one)

Annual Expense: \_\_\_\_\_

Requested by:

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_

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Recommended by:

Approved by:

\_\_\_\_\_  
PPPB Board      Date

\_\_\_\_\_  
Select Board      Date

\_\_\_\_\_  
Finance Committee      Date

**The Department Head or Appointing Authority will post the position upon approval of the boards.**

The application, documentation of reference checks and related documents submitted shall be maintained by the Appointing Authority or Department Head. After filling a vacancy, those materials shall be turned over to the Personnel Policy and Procedures Board (Sec. 4-3 F).