



## Metropolitan School District of Pike Township Personnel Grant Position Approval Form

*All grant positions must be approved, using this form, prior to being hired.*

Building leader completes lines 1-6, then sends the form to the grant coordinator.  
Grant coordinator completes lines 7 - 14, then sends the form to the grant manager.

1. Position Title: \_\_\_\_\_
2. Employee Name (if applicable): \_\_\_\_\_
3. Telephone Number of recommended employee: \_\_\_\_\_
4. School/Building Location: \_\_\_\_\_
5. Name of Employee Vacating the Position: \_\_\_\_\_
6. Building Leader's Signature: \_\_\_\_\_
7. Vacating Employee's Salary: \_\_\_\_\_
8. Salary Cap for this Position: \_\_\_\_\_
9. Term of Employment: \_\_\_\_\_
10. Grant Coordinator: \_\_\_\_\_
11. Grant name: \_\_\_\_\_
12. Account Number: \_\_\_\_\_
13. After grant ends, paid from: \_\_\_\_\_
14. Grant Coordinator's Signature: \_\_\_\_\_

Requires further review before approval. Signed: \_\_\_\_\_

Grant manager obtains signatures below, then sends a copy via email to the building leader, grant coordinator, Director of Human Resources, and Chief Financial Officer. HR will post the position upon completion of the email. *\*Copies of the form should be housed in HR and the Business Office.*

Signatures: \_\_\_\_\_

*Grant Manager*

\_\_\_\_\_  
*Chief Financial Officer*

\_\_\_\_\_  
*Director of Human Resources*