

Position Requisition Form (PRF)

Organization: **Burkburnett Independent School District**

Assigned To: **User - Robert Underwood**

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This form is to be used whether you are requesting a NEW position or replacing an EXISTING position.

Requestor Name

Campus or Department

POSITION POSTING INFORMATION

Reason for Request:

If New or Other, explain:

How Position will be Filled:

Budget Code:

(If unknown, contact the Salary Administrator)

If Vacancy, name of employee vacating the position:

Assignment Type:

What Assignment will the Person Occupy:

(List the Subject(s) and Grade Level if a Teaching Position)

Signature of Requestor

Click to Digitally Sign

HR RESPONSE TO REQUEST

The request has been reviewed and **APPROVED**

The request has been reviewed and **DENIED**

Reason for Denial

Signature of HR Designee

Not Signed

Read-Only