To: [Provost or Vice Chancellor]  
 [Department Title]

Through: [Dean or Director]  
 [Department Title]

From: [Fiscal Officer or PPA]

Date: [April 11, 2019]

RE: Extension of Term Funded Positions

Please approve the following PCN action, as indicated in the list below, for Fiscal Year 2020:

|  |  |  |  |
| --- | --- | --- | --- |
| **PCN:**  (in ascending order) | I**ncumbent Name:** | **Job Title:** | **Action:** |
| 400000 | Employee 1 | Admin Specialist 1 | RESERVE |
| 400001 | Employee 2 | Term Instructor | RENEW |
| 400002 | Employee 3 | Admin Generalist 3 | RELEASE |
| 400003 | Employee 4 | Fiscal Professional 2 | RENEW |
| 400004 | Employee 5 | IS Professional 3A | RENEW |

*RESERVE – No current recruitment activity. No plans to recruit this fiscal year. Retain for future use. These positions may be used at your discretion and attributes changed as needed.*

*RENEW – These positions have a current incumbent and they will continue into next fiscal year or a recruitment is started and will be filled shortly after the new fiscal year starts.*

*RELEASE – These positions may be vacant or have a current incumbent but they will terminate at \_\_\_\_\_ date and you do not intend on replacing them. These positions go back into the Central Budget pool and may be used at our discretion.*

Thank you for your attention to this matter. Please contact *[PPA’s Name]* at *[PPA’s phone number]* if you have any questions.

cc: Department File

After VC Approval - UAF Budget with PNEX Job Forms attached