Recommendation for Appointment
County, District, and Area Support Staff
(non-agent positions)

DASNR Human Resources ● 235 Agricultural Hall
Stillwater, OK 74078-6022 ● (405) 744-5524 ● Fax: (405) 744-8863

Date____________________

I am submitting for approval the appointment of _________________________________ to the position of _________________________________ in _________________________________, effective ________________ at a monthly salary of $ ___________ or hourly rate of $ _____________. Total FTE= ______%. (Hourly wages must be paid entirely from OSU. Extension Finance will bill the county for all or a portion of those wages. Include instructions in remarks section.)

This recommendation is made to fill the vacancy created by the resignation of _________________________________, whose last day (including terminal annual leave) is/was __________________.

Is this position funded by a grant? ____ Yes ____ No. If yes, what percent is by grant? _________. If yes, name or account number of grant __________________________________________________________.

Remarks:

<table>
<thead>
<tr>
<th>This employee’s salary is to be paid as follows:</th>
<th>This employee’s travel allocation is as follows:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ _______ from OSU funds/month</td>
<td>$ _______ from OSU funds/month or year</td>
</tr>
<tr>
<td>$ _______ from county funds/month</td>
<td>$ _______ from county funds/month or year</td>
</tr>
</tbody>
</table>

Please Route in Order Listed

Recommended: ____________________________

↓

Date ____________________________

County Extension Director (when applicable)

Recommended: ____________________________

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Date ____________________________

District Extension Director

Received: ____________________________

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Date ____________________________

DASNR Human Resources

Approved: ____________________________

Date ____________________________

Associate Director

(Rev 01/07)