

CHANGE OF POSITION COSTING FORM



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

This form is used to change account charging details for a position. It must be signed by an Authorised Officer before it is forwarded for processing to the Organisation Unit's Finance Officer or Faculty Human Resources Co-ordinator as appropriate. A copy must be retained in the Organisation Unit for audit purposes.

Organisation Unit No.:	Organisation Unit:
Position No.:	Position Title:

Commencement Date:	/ /	Expiry Date:	/ /
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Record of Action Taken (as Authorised above)

N.B. Existing Position Costing Records **MUST NOT BE DELETED**. To amend the costing details, add a new record. For backdated changes of costing, a salary journal must also be requested.

COSTING DETAILS

% OF SALARY	COSTING DETAILS				CHIEF INVESTIGATOR (RESEARCH ONLY)	INITIALS
	OP UNIT & SITE	FUND & FUNCTION	PROJECT (OPTIONAL)	FREE FORMAT TAG (OPTIONAL)		

RECOMMENDED BY:

Signature of Recommender:		Print Name:	
Position Title:		Date:	

APPROVED BY:

Signature of Authorised Officer:		Print Name:	
Position Title:		Date:	

HUMAN RESOURCES STAFF TO COMPLETE

Details Entered by:		Date:	
Details Checked by:		Date:	