



Following section to be filled out by requester:
(use 'tab' key to navigate between fields)

Requestor:	John Doe	*Requestor's G#:	G0xxxxxxx
		Requestor's Phone:	X4141
		Requestor's Email:	john.doe15@pcc.edu
Current Date:	02/27/08	Decision needed by:	03/15/08
Release Category:	Dept/Division	Campus:	Sylvania
*Type of Release:	Faculty Chair (FACC)	*Department:	Underwater Basket Weaving
Approver's Name:	Dean Dean	Approver's Email:	Dean.dean@pcc.edu
Amount of Release:	37.00 %		
Release Start Term:	200802	Release End Term:	200802
Purpose/Goal of Release:	To fulfill duties assigned as faculty department chair		

Following section to be filled out by approver:

Decision:	Approved		
Approver's Comments:	<enter comments relative to decision >		
Contract compliant?	Yes		
Funding Source:	1000 - A40401 - 01222 - 21 (e.g. 1000 - A40401 - 01222 - 21)		
*Academic Year & Non-Instructional Workloads: (use actual workload release amounts; not percentages)	2007-08	Releaseload (summer term):	0.00
		Releaseload (fall term):	0.00
		Releaseload (winter term):	0.00
		Releaseload (spring term):	0.36
*Position Number: (for person replacing requestor, if needed)	999XXX		

* Information required for Banner data entry (form SIAASGN) is highlighted in **BLUE**