

**MEMORANDUM**  DATE

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| To: | Cathleen Moore-Linn, RCUOG Executive Director |
| From: | (Principal Investigator) |
| VIA: | (Dean) |
| Subject: | Request to Hire EMPLOYEE NAME |

**Employee Name:**

**Position Title:**

**Unit and Department:**

**Employee Type:** (Full-Time, Part-Time, 20-Week Hire or Student Hire Recruitment and Retention)

**Hourly Rate:**

**Work Hours:**

**Effective Date:**

**Benefits:**

**Account Number:**

Certification of Funds: Approved:

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Gloria Travis Cathleen Moore-Linn

RCUOG Chief Business Officer RCUOG Executive Director

RCUOG is an EEO Employer and Provider

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