

Hiring Approval Form for Foundation Accounts

Used for Student Employees ONLY

DIRECTIONS: This form should be completed by the hiring supervisor for any student employee hire that is to be paid from a Foundation Account. This form should be completed, signed and submitted to the **Assistant Director of Financial Services for Institutional Advancement**. This form must be completed **BEFORE** the electronic hire form is submitted. Once the approval form is signed by an Institutional Advancement authorized approver and is forwarded to the Career Center, the student employee hire form will be processed.

Student Employee Hire Information:

Student Employee Name: _____

CWID: _____

Student's Begin Date: _____

Student's End Date: _____

Estimated Earnings: _____

Hiring Department Information:

Date of Submission: _____

Department: _____

Hiring Supervisor: _____

Email: _____ Phone: _____

Foundation Fund Account*: _____

***Typically starts with "R", "E"**

or "Q" followed by 3 numbers

Foundation Account

Authorized Signer Signature: _____

FOR INSTITUTIONAL ADVANCEMENT USE ONLY

Institutional Advancement Signature: _____

Print Name: _____

Date of Approval: _____

Form is to be submitted to the **Assistant Director of Financial Services in Institutional Advancement (953-3130)**