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Fresno USD DIVISION OF HUMAN RESOURCES  
HR 2101  
PERSONNEL REQUISITION

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A personnel requisition is required whenever an action involving an addition, change or transfer of staff to a different location is needed.

Compliance with the Personnel Requisition Procedure is required. The requisition must include the reason for the action, the position information, budget information, FTE allocation changes/budget changes, any comments and must be routed appropriately.

Policy Fresno Unified School District  
DIVISION OF HUMAN RESOURCES  
Revised: January 17, 2017  
Admin reviewed: March 22, 2017  
Fresno, California