

**Blue Ridge CTC**  
**New Position Request**  
**FY \_\_\_\_\_**

**Organization Description:**

**Organization Code:**

Position Title:

Expected Hire Date:

FTE:

Salary Cost:

Annual Salary or Wages

Fringe Benefits Cost

Total Salary & Benefits:

-

Ancillary Costs:

Furniture \$1,000

Computer 1,500

Phone 300

Supplies 200

Professional Development 500

Other

Total Ancillary Costs: **\$3,500**

**Total Position Costs: \$3,500**

Brief Position Description:

Budget Priority Category:

Proposed Funding Source:

Justification and Alignment with Strategic Plan:

**\*\* Attach organization chart and capital renovation request, if applicable.**