



Justification for Perquisite Request

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\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Accountant RFO Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate VP Signature

\_\_\_\_\_  
Date

To be Completed by Human Resources

Request for New Perquisite:  
Request to Modify Existing Perquisite:

Perquisite #: \_\_\_\_\_

\_\_\_\_\_  
HR Reviewing Authority Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President Signature

\_\_\_\_\_  
Date

PROCEDURE:

1. Perquisite Request Forms must be completed bi-annually in June. They remain active for a 2-year period.
2. Each employee receiving an item must be listed on the form. A line item for a bulk supply is not required.
3. The department is responsible for verifying the appropriate funding source for each perquisite. Funding sources include:
  - a. E&G (Education & General)
  - b. AUX (Auxiliary)
  - c. LOCAL (Agency Funds)
4. Only one funding source is allowed per form.
5. The cost for each item must be within the guidelines stated in the Facilities & Safety Perquisite Policy.
6. The Director will confirm all items listed are permissible perquisites and he/she will approve the form.
7. The Accountant RFO will approve confirming the budget.
8. The Associate Vice President (AVP) will approve all Perquisite Request Forms and submit them to FSHR for processing.
9. The FSHR Team will submit the form to Central Human Resources-Compensation.
10. Central HR-Compensation will approve the form and secure the Vice President's approval.
11. Once the FSHR Team receives the approved Perquisite Request Form with all signatures, an email confirmation will be sent to the following:
  - a. Manager of Warehouse Operations
  - b. Department Director
  - c. Administrative Support Personnel
  - d. Business Office Director
12. A copy of the approved Perquisite Request Form will be saved in FSHR's electronic filing system, Laserfiche.