Georgia State University Policy

5.30.32 Requisition for Classified Employment Advertisements (1-00-20.10)

Policy Summary

All requisitions for Classified Employment Advertisements for staff or administrative positions must be approved by the Human Resources Department and advertisements for faculty positions must be approved by the office of the Vice President for Academic Affairs/Provost before they are forwarded to the Purchasing Department.

Full Policy Text

All requisitions for Classified Employment Advertisements for staff or administrative positions must be approved by the Human Resources Department before they are forwarded to the Purchasing Department. Classified Employment advertisements for faculty positions must be approved by and a log number obtained from the office of the Vice President for Academic Affairs/provost before they are forwarded to the Purchasing Department.

Administration of Policy

Mandating Authority:
Unknown

Responsible Office(s):
Business Services, 901 One Park Place, 3-3150

Responsible Executive(s):

Policy History

Approving Body: Unknown

Rationale or Purpose

In order to insure compliance with regulations concerning affirmative action, equal employment opportunity, etc.

Additional Information
Once the proper approvals have been obtained for an advertisement, and if the cost of the advertisement is less than $5000, the department may place the advertisement (as approved, with no changes) directly and pay the resulting invoice using an Express Voucher. If the cost of the advertisement is $5000 or greater, the department must issue a requisition (with accompanying Sole Source justification) and the ad will be placed by Purchasing. Departments should provide sufficient lead-time for advertisements that will be placed by Purchasing, and avoid waiting until the day of publication deadline. It is recommended that the department have the requisition to the buyer at least two (2) working days before any publication deadlines

**Additional Helpful Resources**

[http://www.usg.edu/business_procedures_manual/section3](http://www.usg.edu/business_procedures_manual/section3)