**Place on College letterhead**

**Memo Template #2 – Based on Chancellor’s Office Buy-out Rate**

TO: **Requester Name**

FROM: **College Resource Analyst**

DATE: **Date Routing Release Time Request Packet Via Adobe Sign**

SUBJECT: **Release Time Request for Semester Year - Faculty Name**

Given that the Funding for this release time came from the Chancellor’s Office, the attached salary projection is based on the Chancellor’s Office Buy-out Rate and no benefits costs.

The attached salary projection cannot be considered final until the Chancellor’s Office rate has been finalized. Please ensure you have flexibility to cover any additional funding that may be needed. Consult with the College Resource Analyst for updates to the projected costs.

**If you do not wish to proceed with this request, please decline the Adobe Sign Transaction.**

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Requester Signature Date

*Your signature indicates confirmation of funds available for this release time and that you wish to move forward with this request.*

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Faculty Signature Date

*Your signature indicates that you wish to move forward with this request.*

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Department Chair Signature Date

*Your signature indicates approval of this request.*

Thank you.

cc: Department Staff

 OFS Analyst