



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

MEMORANDUM

DATE

To: Cathleen Moore-Linn, RCUOG Executive Director
From: (Principal Investigator)
VIA: (DEAN)
Subject: Request to Hire EMPLOYEE NAME

Employee Name:**Position Title:****Unit and Department:****Employee Type:****Hourly Rate:****Work Hours:****Effective Date:****Benefits:****Account Number:**

Certification of Funds:

Approved:

Gloria Travis
RCUOG Chief Business Officer

Cathleen Moore-Linn
RCUOG Interim Executive Director