Recognition Program for:

Org/Department

Campus Address

Prepared by

Phone

Name of Program/Event	Eligible Staff Faculty/P&S/Merit/ Grad. Assistantt	Business Purpose	Process	Awards	Items to be purchased	Funding Source	Results

_____ _____

Senior HR Representative approval Date

_____ _____

Budget Officer approval Date

Reviewed: _____

Revised: _____

Note: Recognition programs need to be reviewed annually. If changes are made, contact Senior HR Representative and Budget Officer for approval.