RECOGNITION FUNDS REQUEST FORM

Complete this form to request and obtain approval for funds to be used for informal recognition events/awards. Please reference the UWMC APOP Recognition policy (http://odt.uwmc.washington.edu/pdfs/recognitionPolicy.pdf) for details regarding formal events and unallowable recognition expenditures. This form must be completed and approved by the appropriate manager/director and OD&T PRIOR to the recognition event. (Please allow at least two weeks prior to event). Examples of reasons for informal recognition include: Innovative ideas that assist in saving money, increase productivity, or support performance improvement; behaviors that consistently model the UWMC values of Accountability, Respect, Innovation, Service, and Excellence; successful completion of an extraordinary project; behaviors that model UWMC’s nine Service Excellence standards; extraordinary accomplishments.

Name of event: _____________________________________________________________________________________

Reason for recognition: ______________________________________________________________________________

___________________________________________________________________Proposed Event Date: _____________

Event Contact Name: _____________________________________________ Dept: ______________________________

Event Contact Phone Number: ______________________ Email: _____________________ Fax: ___________________

Will you purchase food from?

☐ UWMC Plaza Café?  (http://depts.washington.edu/plazacaf/orderform.doc - please complete and fax order form to Tara Brown, who will gain approval and fax to Plaza Café)

☐ Outside source (i.e. Pizza Hut)?  Food purchased from an outside source will be reimbursed.**

If YES
How many people will be served? ________________________________

What is the estimated food cost?** _______________________________

Will you purchase non-food item?

☐ Non- food recognition (i.e. gift)

Please note that the gift or award selection to be given must be something other than the items supplied by the UWMC Recognition Team.

If YES
How many people will be recognized with gifts? ___________________

What is the estimated cost of the items?** _________________________

**Suggested limit of $10.00 per person per event for food and gifts

------------------------------------------------------------------------------------------------------------------------

Department Manager/Director Signature ___________________________________________ Date: _____________

Once approved by department manager/director, please submit this form to Tara Brown, Recognition Program & Events Coordinator, Box 359422, tarab34@u.washington.edu, fax 206.598.9169.

For reimbursement for off-site food purchases, please send original receipts and a Petty Cash Voucher form (UofW 1243) with the ‘description’ portion completed to Tara Brown, Box 359422. Completed form and receipts will be returned to you to take to Petty Cash Office.

For OD&T use only

Authorized signature: ___________________________________________ Date: _____________

Rev. 7/08