



FACULTY & STAFF RETIREMENT PLAQUE REQUEST

All plaques are purchased via VIP Awards in Russellville. The retiree's department is responsible for purchasing the plaque out of a Foundation Fund. A Foundation Requisition Form must be completed and submitted to the Advancement Office along with an invoice from VIP Awards in order to process a check. The request must be submitted to the Human Resources Office by April 1, 2018 for anyone retiring this fiscal year. If you have any questions, please contact Beverly Hooten in Human Resources Office. When requesting a retirement awards plaque, please provide all the following information. The link to foundation requisition form:

<https://www.atu.edu/givetotech/pdfs/Foundation%20Req%202018.pdf>

ATU definition of retiree: Attaining age 60 and completing 10 years of service.

Department Requesting Plaque: _____

Foundation Fund Name: _____

Supervisor Requesting Plaque: _____ **Contact Number:** _____

Recipient Information:

Employee Name as it will appear on the Plaque: _____

Number of years with the university: _____

This is the statement on the plaque:

- With sincere appreciation for your contributions and dedicated service to Arkansas Tech University

Signature of Department Head or Requestor

Date