



**Recipient Information**

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Requestor: \_\_\_\_\_ Request Date: \_\_\_\_\_

**Award Detail**

**Award Type:** Cash Bonus

**Amount:** \_\_\_\_\_

**Reason for award:**

- Recruitment
- Retention
- Performance
- Cost Savings/Productivity
- Acting

**Applicable Requirements (check all that apply):**

The employee must remain on the payroll through \_\_\_\_\_ (date).

Other (specify): \_\_\_\_\_

**Approval**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Authorization: \_\_\_\_\_ Date: \_\_\_\_\_