



Retirement Gift Request Form

A retiring person of 20 (+) years of service may be allocated a maximum of \$150.00 for refreshments, 30 (+) years of service \$200.00 and 40 (+) years of service \$250.00. A maximum of \$100.00 may be used from the designated OAS Pillar E&G Fund towards the retirement gift. Must be purchased through the ASBC Supply Chain Management using PCard.

Requestor:	
Division/Department:	
Name of Retiree:	
Years of Service:	
Date of Retirement Event:	
Description of Gift: Maximum \$100.00	
Type of Food and Drinks: Maximum \$150.00	

Submit request form to ASBC-Purchasing@usf.edu. Requests will be reviewed and approved based on the availability of funds. All **ORIGINAL** food/drink receipts must be submitted to the ASBC immediately after purchase for processing.

Area AVP

Date

Do not write below this line – information to be completed by Fiscal Department only

Chart Field Information E&G:

Operating Unit

Fund

Depart ID

Product

Initiative

Chart Field Information Other:

Operating Unit

Fund

Depart ID

Product

Initiative

Director, Administrative Services

Date

Vice President for Administrative Services

Date