



Retirement Gift Request Form

Submit 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.

Requestor:	
Division/Department:	
Name of Retiree:	
Years of Service:	
Date of Retirement Event:	
Gift: Maximum \$100.00 USF Bull Statue or Gift from USF Book Store <i>Contact ASBC Supply Chain Management to purchase .</i>	
Food: Maximum Allocation per years of service (select one) 20+ Years of Service - \$150.00 30+ Years of Service - \$200.00 40+ Years of Service - \$250.00 <i>Purchase with PCARD that allows food purchases.</i>	

Area Director: Name and Signature	Date
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Do not write below this line – information to be completed by ASBC only	
Chart Field Information Gift	Chart Field Information Food
Allocated Amount	Allocated Amount
Operating Unit	Operating Unit
Fund	Fund
Department	Department
Product	Product
Initiative	Initiative

Director Administrative Services	Date
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