



School of  
Dental Medicine

# Request for Thank You Award

## Employee Information

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Employee ID: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Manager: \_\_\_\_\_ Department: \_\_\_\_\_

## Personal/Fun Items

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Movie Tickets (6-8)         | <input type="checkbox"/> Aquarium Tickets (4)    | <input type="checkbox"/> Canobie Lake Tickets (2)   |
| <input type="checkbox"/> Macy's Gift Card (\$50)     | <input type="checkbox"/> Amazon Gift Card (\$50) | <input type="checkbox"/> Visa/AMEX Gift Card (\$50) |
| <input type="checkbox"/> Simon Mall Gift Card (\$50) |  |   |

## Work Items

### Choose One

- Parking Stickers (5)       Bonus Day Off

### Or...

### Choose Two

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Starbucks Gift Card (\$25)  | <input type="checkbox"/> Dunkin Donuts Gift Card (\$25)    | <input type="checkbox"/> Boston Pizza Kitchen Gift Card (\$25) |
| <input type="checkbox"/> McDonald's Gift Card (\$25) | <input type="checkbox"/> Chopped & Topped Gift Card (\$25) | <input type="checkbox"/> Au Bon Pain Gift Card (\$25)          |

## Group Award

- Pizza Party       Breakfast Party

## Justification

Please describe in 1-2 sentences why the employee/group deserves the award:

## Approval Signatures

Requesting Manager Name: \_\_\_\_\_ Date: \_\_\_\_\_

Requesting Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Next Level Manager Name: \_\_\_\_\_ Date: \_\_\_\_\_

Next Level Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Department: \_\_\_\_\_ Date: \_\_\_\_\_

Sent to HR: