

Non-Cash Award Notice*

Date of award: _____ Unit _____

Recipient(s) _____

Type of Award:

- † Recognition, enter amount spent _____
- † Length of service celebration, enter amount spent _____
- † Retirement celebration, enter amount spent _____
- † Sympathy gift, enter amount spent _____

Reason for award: _____

Manager/supervisor's name & date _____

Assistant/associate director's name & date _____

Assistant/associate director: please forward this notice to Dee Palacios of Human Resources at 2535 Channing Way.

* to be used during pilot program in effect from May 1, 2002 through April 30, 2003.

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