



Memorial/Extended Illness Request Form

All requests for memorial/sympathy gifts, or charitable contributions, must be submitted to the HR Office

Sympathy/Memorials/Extended Illness:

Gifts of tangible personal property, such as flowers, may be presented as an expression of sympathy in the event of the death or major illness of an employee or a member of the employee's immediate family. For purposes of this policy, immediate family is defined as: spouse; children; parents; and siblings. The cost of such gifts is limited to \$150. All such gifts must be requested through the Human Resources Office and approved by the Senior Vice President for Administration and Finance. If approved, the Human Resources Office will be responsible for sending the gift on behalf of the University.

Charitable Contributions:

In lieu of flowers, a cash contribution of a comparable amount may be made to a charitable organization in memory of the deceased. Such contributions must be accompanied by a transmittal letter on official University letterhead, which states that the donation is being made on behalf of the University. The cost of such contributions is limited to \$150. Contributions may not be made to any political campaign, political party, committee, or group engaged in any attempt to influence the general public with respect to legislative matters, elections, or referendums.

Name of Employee & Department: _____
 Name of Deceased: _____ (Attach Obituary)
 Name of Person Suffering Major Illness: _____
 Relationship to Employee: _____
 Indicate type of Gift or Name of Charity: _____
 Address to Send Flowers/Gift/Donation: _____

 Telephone number for Person Receiving: _____
 If Charitable Contribution- Payable to: _____
 Message for Card: _____

This Request is made by:

 Name Department Phone Number

Approved: _____
 Name, Senior Vice President, Administration and Finance Date