



Memorial/Extended Illness Request Form

Please submit all requests for memorial/sympathy gifts, or charitable contributions to the HR Office by contacting Matt Wamback, mwamback@umassp.edu and Amy Thompson, athompson@umassp.edu .

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: _____

Requestor:

Name	Department	Phone Number
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Approver: _____

Name, Title	Date
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