

Please complete this form to request a retirement plaque or shadow box to be presented to retiring Business Affairs employees that have completed 25 years or more service to the University of Florida. Forms should be emailed to Business Affairs Human Resources, ba-hr@mail.ufl.edu.

Retiring Employee Information

Full Name of Employee:	
Job Title:	
Department:	
UFID:	
Years and months of service:	
Retirement Date:	

Department Approval

Printed Name of Requestor	Job Title
Signature of Requestor	Date

Vice President for Business Affairs Approval

Retirement Plaque (25 years of service or more)

Retirement Shadow Box with University Medallion (30 years of service or more)

Dave Kratzer, Senior Vice President for Construction, Facilities and Auxiliary Operations	Date
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