

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 of service, or more, 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 Dept. AVP or Director	Job Title
_____	_____
Signature of AVP or Director	Date

Business Affairs Human Resources Approval

_____	_____
Printed Name of BAHR Approver	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)**

_____	_____
Signature of Brandi Renton Associate Vice President for Business Affairs	Date