



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	
<div> <div>_____</div> <div>Printed Name of Dept. AVP or Director</div> </div> <div> <div>_____</div> <div>Job Title</div> </div>	
<div> <div>_____</div> <div>Signature of AVP or Director</div> </div> <div> <div>_____</div> <div>Date</div> </div>	
Business Affairs Human Resources Approval	
<div> <div>_____</div> <div>Printed Name of BAHHR Approver</div> </div> <div> <div>_____</div> <div>Date</div> </div>	
Vice President for Business Affairs Approval	
<div> <div></div> <div>Retirement Plaque (25 years of service or more)</div> </div> <div> <div></div> <div>Retirement Shadow Box with University Medallion (30 years of service or more)</div> </div>	
<div> <div>_____</div> <div>Signature of Brandi Renton Vice President for Business Affairs</div> </div> <div> <div>_____</div> <div>Date</div> </div>	