



GEORGETOWN UNIVERSITY

REQUEST FOR
SPECIAL PERFORMANCE
RECOGNITION AWARD
STAFF EMPLOYEE

Special salary action is requested for _____.
The justification for this request, stated in detail, is as follows:

FUNDING: The budgetary process does not provide funds for special performance recognition awards. Funding for each award must be covered by budget saving incurred during the fiscal year.

Please identify the source of funding: _____

DEPARTMENT HEAD SIGNATURE

TITLE DATE

APPROVALS

EVP / VP or Designee DATE

Please forward this form with a completed Lump Sum Payment Form to the appropriate Human Resources Department.