

## Retirement Awards for 25 Years of Service

Retirement awards are available, through the State of California Department of General Services, for employees who have **completed** their 25<sup>th</sup> year of state service and are **retiring**.

The State Program allows the University to provide the employee with a memento specifically relating to his/her state service and allows the cost of the award to be an approved expenditure against your general fund budget.

To order a retirement award, please submit a requisition to Procurement. Procurement will verify employee's years of service with Human Resources. Indicate the recipient's name and their choice of retirement award. The vendor is Frank T. Marchello Co. and photos of retirement awards can be found at: <http://www.ftmco.com/>

Here is a sample of a few of the items available:

<b>Item</b>	<b>Description</b>	<b>Price</b>
R04	Man's Medallion Watch, State Seal Medallion	\$82.46
R08	Woman's Medallion Watch, State Seal Medallion	\$82.46
<b>Watches should be ordered by item no. according to color and size</b>		
R01	Crystal Vase with Base, State Seal Medallion	\$90.00
R03	Wall Clock, wrought iron, State Seal Medallion	\$63.98
R12	Anniversary Clock, State Seal Medallion	\$86.57
S10	Desk Clock Set, State of California engraved plate	\$87.77

**NOTE:** From the order date, retirement awards can take up to 8 weeks to receive. If planning on presenting the award at a retirement reception we recommend you submit a requisition to Procurement at least 10 weeks in advance, however, there is no guarantee that it will be received by the exact date.

For questions on retirement awards, please contact Jeanne Cain at ext. 3181.