

SPOT AWARDS LOG SHEET
 Fiscal Year July 1, _____ through June 30, _____

Department: _____

Name	Date Purchased	Date Given	Type of Award <=\$50	Specific Performance or Achievement
Example: Jane Doe	7/1/2002	12/5/2002	\$20 Gift Cert. to Lowes	Worked after hours repairing a broken front-end joint on the Dodge Ram for use in snow removal the following morning.

Spot awards should be stored in a locked/secure location such as a drawer or cabinet. Log sheets should be stored in a convenient place away from the awards.
 Departments must have Vice Presidential approval for any amount spent over the "spot award" allocation

Total Amount Available \$ _____
 Total Amount Awarded \$ _____
 Balance \$ _____

Managers Signature: _____ Date: _____
 Directors Signature: _____ Date: _____

Distribution: Keep original; send copy to Administrative Services Vice President's Office (MC 1006) at end of fiscal year.