

**Division of Business and Finance**  
**The University of Memphis**  
**WINGS AWARD**  
**Request Form**

Please make copies of this form for your nominations and retain this original.  
Complete form and route to approving authority.

All award forms should also to be routed to the Department of Human Resources to obtain award stickers for congratulatory letters and WINGS Award pins and to place award documentation in employee personnel records.

Name of Recipient

Department/Activity

Job Title

Recipient's Supervisor

Brief description of effort or achievement made by the employee deserving this award: (Attach additional sheets as necessary.)

Please Print,

Your Name

Job Title

Department

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Director/Designee (when required) \_\_\_\_\_

Date \_\_\_\_\_