

### Bonus Submission Request

<b>Employee Information:</b>	
Employee Name	
BGSU ID	
Department Budget	
Bonus Amount Requested	

<b>Criteria for this bonus:</b>	<b>Select the appropriate category</b>
Special project work	
Achievement of significant departmental/university project goal(s)	
Development of or assistance with implementation of an idea or initiative which improves a business process, results in cost-savings, or supports a university strategic goal.	
Consistent overall exemplary performance in all areas, going well above and beyond the normal expectations.	
Other	

Written Rationale: (required)

Bonus requested by (Print name): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Reviewed by (Print name): \_\_\_\_\_ Date: \_\_\_\_\_

Approved by (Print name): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Approver's Title: \_\_\_\_\_