

2009 TEAM NOMINATION FORM

KEYS TO EXCELLENCE AWARD

Complete this form and submit along with any letters of support to the address listed below.

Team Member Nominee: _____
E-mail: _____ Department/Mail Stop: _____
Years of Service with the Division of Finance: _____ with Texas A&M University _____

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(Attach sheet with additional team members nominated including all info above)

Please submit the following:

- *Statement of Qualifications* - This should be one-page in length and include a description of the individual/team member's qualifications and accomplishments that merit consideration by the review committee for this award. Please comment on all of the special characteristics that apply and any other contributions you may wish to address.
- *Letters of endorsements* – Please include no more than three, one-page letters of endorsement for each individual nominee. Individuals submitting recommendations should be familiar with the nominee's contributions to Texas A&M University and indicate their association with the candidate.

CERTIFICATION:

The information contained in this material (including award eligibility and years of service) is accurate to the best of my knowledge.

Nominator/Contact Person, e-mail address and phone number _____
Date

Nominations should be submitted confidentially to: Division of Finance "Keys to Excellence Awards," Office of the Vice President and Chief Financial Officer, 8th floor, Rudder Tower, Mail Stop 1181, Attn: Ms. Tricia Bledsoe. Eligibility will be certified through Human Resources.

Deadline for Nominations: Friday, February 6, 2009, 5:00 p.m.