The Eleanor O. Kaplan Award for Exceptional Customer Service

2016 Nomination Form

The criteria used to select the recipients are:

- Nominee must meet the minimum requirement for years of service within the Treasurer’s Organization (i.e. three years for AP/MP staff, one year for clerical), and currently hold a position in the Business Management area on the West Lafayette Campus.
- Nominee must have exhibited exceptional customer service in one or more of the following ways:
  - made significant contributions to improving customer service in either their department, school or organization
  - demonstrated the ability to incorporate outstanding improvements in either their department, school or organization through individual leadership
  - and/or exhibited creative or innovative methods in providing customer service

Nominee Name and Title: _____________________________________________________________

Department: _________________________________________________________________

Nominator’s Signature: __________________________________________________________

Title: ____________________________________________________

Department: ___________________________ Phone: _____________________________

The nomination may be attached to this form and/or submitted in the form of a letter, memo or e-mail.

Additional letters of recommendation are encouraged and strengthen nominations.

Please cite specific examples of exceptional customer service.

Send Nominations and/or letters of recommendation to:
Joanna Vanaman/DBM/FREH or E-mail: joanna@purdue.edu
by Monday, February 22, 2016