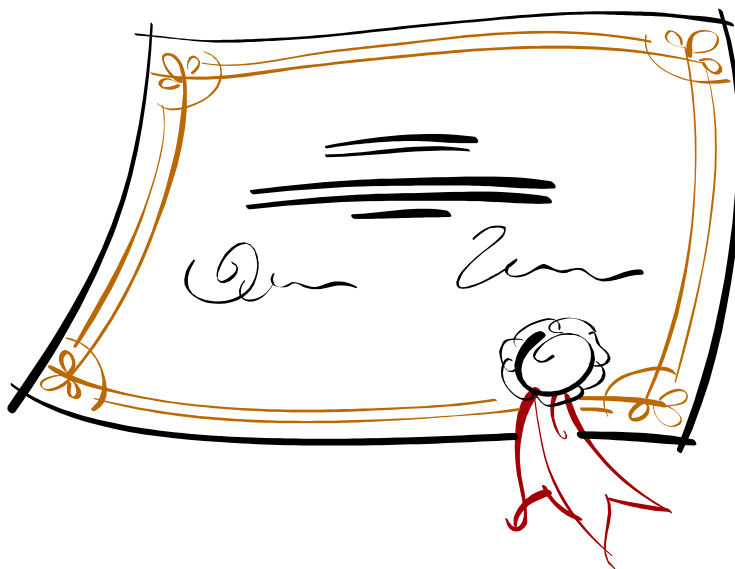


THE ELEANOR O. KAPLAN AWARD FOR EXCEPTIONAL CUSTOMER SERVICE



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**