

NDE RETIREMENT RECEPTION ORDER SHEET

Retiree Name: _____ Retirement Date: _____

Team: _____ Reception Contact Person: _____

Date of Reception: _____ Time: _____ to _____

Location/Room: _____ Reserved by: _____

Number of People Expected: _____

Per Administrative Memo #508, "NDE employees who retire under the provisions of the retirement plans administered by the Nebraska Public Employees Retirement Systems, as well as long-term third party contractors who have worked wholly for NDE, may be honored by NDE by holding a team-organized reception and presenting a retirement plaque or alternative gift supplied by Human Resources. HR will reimburse team members for retirement reception expenses such as cake, coffee, punch, nuts, paper products, and associated delivery charges. Additional privately held recognition activities are at the discretion of the team and the retiree and are their responsibility to plan, fund, and carry out, except that meal costs for the retiree and one guest may be reimbursed by NDE per Appendix D." (Retiree and guest, \$25 each. Generally, the expense is borne by the supervisor and then reimbursed by HR via an Expense Reimbursement Document.) The retiree may receive a retirement plaque (purchased by HR) or alternate gift item such as a clock, platter, desk accessory, pen, watch, jewelry, glassware, clothing, gift card, or sporting equipment (purchased by a team member and reimbursed by HR) up to \$75.00.

PLEASE NOTE:

- **Total allowable expenses may not exceed \$165 per retirement reception/retiree, exclusive of the NDE retirement gift.**
- **HR will consider the estimated number of attendees in evaluating the proposed cost.**
- **Items that may be seen as constituting a meal (e.g., pulled pork, pizza) are not reimbursable, as well as items such as flowers, decorations, etc.**

HR Responsibilities:

- Order the retirement plaque, or approve the \$75.00 gift card/alternative gift for reimbursement; and
- Order (if reception is in Lincoln) or reimburse for the cake, coffee, punch ingredients, mixed nuts and paper products (e.g., plates, plastic forks, napkins, cups).

Team Responsibilities:

- Ask the employee's preferences about a reception, gift, etc.;
- Submit this completed form to Jayne Uher in HR;
- Purchase \$75.00 gift card/alternative NDE retirement gift subject to approval by HR;
- Plan the reception including any program/entertainment desired, reserve the room;
- Invite dignitaries and send the invitations;
- Set up/decorate the room (plastic tablecloths may be borrowed from HR);
- Make the coffee and punch (an 8 ½ quart punch bowl with ladle and a 30-cup coffeemaker may be borrowed from HR), serve, and clean up; and
- Pay for any costs that are not allowable (e.g., flowers, team gift) or exceed the limits set forth in Administrative Memo #508.

(See the following/reverse page to indicate order preferences.)

NDE Retirement Gift

- \$75.00 gift card (purchased by a team member & reimbursed by HR)
NOTE: If the retiree opts for a \$75.00 gift card, HR must be notified 10 days in advance of the employee's last day.
- Alternative gift not to exceed \$75.00 (purchased by team member & reimbursed by HR)
- Retirement plaque (ordered and paid for by HR) allow 4 weeks
- NDE imprinted item (check with HR for availability)

Please specify & receive HR approval prior to purchase.

Cake Choices HR Orders (Lincoln) Team Purchases & is Reimbursed (Out-State)

- Full sheet cake (serves 70-80). Number of full sheet cakes needed: _____
 White Chocolate Marble
- Half sheet cake (serves 30-40). Number of half sheet cakes needed: _____
 White Chocolate Marble

Theme/decoration (e.g., Huskers, Irish, burgundy roses, golf): _____

Frosting type: Cream Whipped (Lighter, not as sweet)

Colors: _____

Writing on the cake: _____

Have Hy-Vee deliver? No Yes (delivery charge included in total allowable cost)

If yes, by what time? _____

Other Supplies

	<u>HR Orders (Lincoln)</u>	<u>Team Purchases & is Reimbursed (Out-State)</u>
Coffee	<input type="checkbox"/>	<input type="checkbox"/>
Punch ingredients	<input type="checkbox"/> (House recipe)	<input type="checkbox"/>
	<input type="checkbox"/> (Team recipe)*	<input type="checkbox"/> *

*Specify punch ingredients to be ordered by HR if for other than the house recipe:

Mixed nuts	<input type="checkbox"/>	<input type="checkbox"/>
Paper plates	<input type="checkbox"/>	<input type="checkbox"/>
Plastic forks	<input type="checkbox"/>	<input type="checkbox"/>
Napkins	<input type="checkbox"/>	<input type="checkbox"/>
Styrofoam coffee cups	<input type="checkbox"/>	<input type="checkbox"/>
Plastic punch cups	<input type="checkbox"/>	<input type="checkbox"/>