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

<table>
<thead>
<tr>
<th>HR Orders (Lincoln)</th>
<th>Team Purchases &amp; is Reimbursed (Out-State)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Full sheet cake (serves 70-80).</td>
<td>□ White  □ Chocolate  □ Marble</td>
</tr>
<tr>
<td></td>
<td>Number of full sheet cakes needed: ______</td>
</tr>
<tr>
<td>□ Half sheet cake (serves 30-40).</td>
<td>□ White  □ Chocolate  □ Marble</td>
</tr>
<tr>
<td></td>
<td>Number of half sheet cakes needed: ______</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>HR Orders (Lincoln)</th>
<th>Team Purchases &amp; is Reimbursed (Out-State)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coffee</td>
<td>□ (House recipe ) □ (Team recipe)*</td>
</tr>
<tr>
<td>Punch ingredients</td>
<td>□ (House recipe ) □ (Team recipe)*</td>
</tr>
</tbody>
</table>

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

______________________________________________________________

Mixed nuts  □  □
Paper plates □  □
Plastic forks □  □
Napkins □  □
Styrofoam coffee cups □  □
Plastic punch cups □  □