Do you know someone who should receive an **Essential Piece Award**? Has one of your colleagues or co-workers done something above and beyond the call of duty? Is there a Business and Finance employee who does something extraordinarily well, or acts in such a way as to make a very real difference to the university?

Warren Madden would like you to nominate a Business & Finance employee for the Essential Piece Award. Submit a nomination any time by completing the form below and submitting to the attention of Judy Hankins in the Office of the Senior Vice President for Business and Finance, 1350 Beardshear Hall or via e-mail at jahanki@iastate.edu. Nominations will be reviewed as appropriate. The Senior Vice President will visit the individual’s work site and present him or her with a personalized award to recognize their contribution to the university.

The mission of Business and Finance is to create, preserve, and enhance the cultural, fiscal, human, and physical environment that supports the university in making Iowa and the world a better place. This mission can only be accomplished with great employees. The Essential Piece Award is intended to recognize outstanding employees who are exemplars of this spirit of service.

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### NOMINATION FORM FOR ESSENTIAL PIECE AWARD

**Name of Nominator:** __________________________________________

**Department:** ________________________________________________

**Telephone Number:** _______________ **E-Mail:** __________________

**Name of Candidate:** __________________________________________

**Department:** ________________________________________________

**Telephone Number:** __________________________________________

**What is the individual’s job?** __________________________________

In what way has the individual done something above and beyond the call of duty or done something extraordinarily well? (Use additional pages if needed to provide needed detail and explanation.)

**DIRECTOR’S APPROVAL:** ________________________________

**DATE:** ________________________________

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