



## On-the-Spot Award

The On-the-Spot award recognizes employees for going above and beyond their normal duties. Awards may be given out by a Supervisor or Director at any time during the year. On-the-Spot awards are \$20.00 gift cards.

Date: \_\_\_\_\_

Name of recipient: \_\_\_\_\_

Reason for the award:

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By checking this box, I acknowledge receipt of a \$20 gift card

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return a signed copy of this form to Human Resources