4-30-2010

Employee of the Month : 2010 : 05 : Chris Heinrich

University of South Florida St. Petersburg.

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MEMORANDUM

DATE: April 30, 2010

TO: Chris Heinrich
Staff Assistant

FROM: Margaret Sullivan, Ph.D.
Regional Chancellor

SUBJECT: Employee of the Month for May

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Congratulations! You are a recipient of the USF St. Petersburg Employee of the Month award for May 2010.

This award is given to employees who go above and beyond typical job expectations, provide outstanding customer service, or perform distinctive achievements that impact the department/campus. You were nominated because you recently coordinated the entire process for upgrading computers and printers in the OMF department. You determined what computers required updating, which employees required ink jet printers, and identified the location of the required networked laser printers. You obtained pricing and generated purchase orders. You assumed the lead role in coordinating and scheduling updates with Campus Computing. Your efforts resulted in a smooth transition of the installation of updated computers and printers. This job was clearly above and beyond your normal duties!

The Employee of the Month recipient receives a $50 gift card to Publix and a monthly parking pass in the designated Employee of the Month parking space.

In order to pick up your gift card, please present this memorandum to the Cashier’s Office, BAY 132, with a photo identification card.

I applaud your commitment and dedication to our institution. Again, congratulations!

cc: Dr. Ashok Dhingra, RVC
John Dickson, Director
Human Resources