

Retirement Celebration Expense Ranges

Purpose: Any employee of the College of Pharmacy who officially retires may be provided with recognition of that events at the College of Pharmacy's expense. This may be in the form of a farewell reception or departmental event. The Dean's Office is unable to provide funds for gifts. All events must be approved by the Department Head and the Director of Finance/Administration. The approved costs are dependent on the ranking factors below. Use of funding for any activities that are in violation of University policy is strictly prohibited. **All events should be held at the CoP/ on campus.**

APPROVED EXPENSE RANGES*				
Tier 1	Staff	\$200-\$800		
Tier 2	Faculty	\$801-\$1600		
Tier 3	Senior Administration	\$1601-\$2500		
OTHER FACTORS FOR CONSIDERATION				
Impact of position				
Years of service (UGA)				
Years of service (CoP)				
Number of expected guests				
Are external constituents being invited?				

*If you feel it is necessary to spend more than the range designated for the retiree please speak with the Director of Finance/Administration and the Dean.