



Nominate a Colleague for an Outstanding Business Affairs Performance Award

Business Affairs will recognize individuals or teams for outstanding performance

at our annual gathering on

Thursday, December 18, 2025.

The deadline to nominate your colleague or group of colleagues is

Wednesday, December 10, 2025.

The Business Affairs Division takes pride in utilizing our unique talents and skills to support the needs of our students, staff, faculty and visitors. We strive to be the best-run University in the country by providing a safe, welcoming and vibrant campus where everyone is valued and connected. Our Rewards and Recognition Program gives Business Affairs' employees a chance to nominate co-workers for recognition at the annual division-wide gathering.

The award for **Outstanding Business Affairs Performance** recognizes **five different employees or teams** who have excelled in the performance of their duties, furthered our [mission and vision](#), and inspired excellence in others. Their performance throughout the year has consistently reflected the [values of our division](#):

- Stewardship
- Relationships
- Ownership
- Teamwork
- Creativity
- Well-Being
- Recognition

Employees may be nominated by anyone in the Business Affairs Division, which includes:

- Business Affairs Office
- Campus Operations (Campus Business Services, Catering, Design & Construction, Dining & Retail Services, Mail Services, One Card Office, Print Shop, SpiderShop, Sustainability, University Facilities, and Events & Support Services)
- Controller's Office (Accounting, Accounts Payable, Bursar's Office, Grants Accounting, Internal Audit, Payroll, Procurement & Strategic Sourcing)
- Human Resources
- Office of Financial Planning & Budget
- Public Safety (Police, Emergency Management, Environmental Health and Safety, Parking & Transportation)
- Spider Management
- Workday

For a list of past Business Affairs Awards recipients, [click here](#).

The names of all nominees and nominators will be entered into a prize drawing.

Employees may submit their nominations using the printable form below. Forms can be returned to urhr@richmond.edu. Online submissions are strongly preferred.

Your name (nominator):

First Name	Last Name	Department

Name of person(s) or team(s) you are nominating.

First Name	Last Name	Department

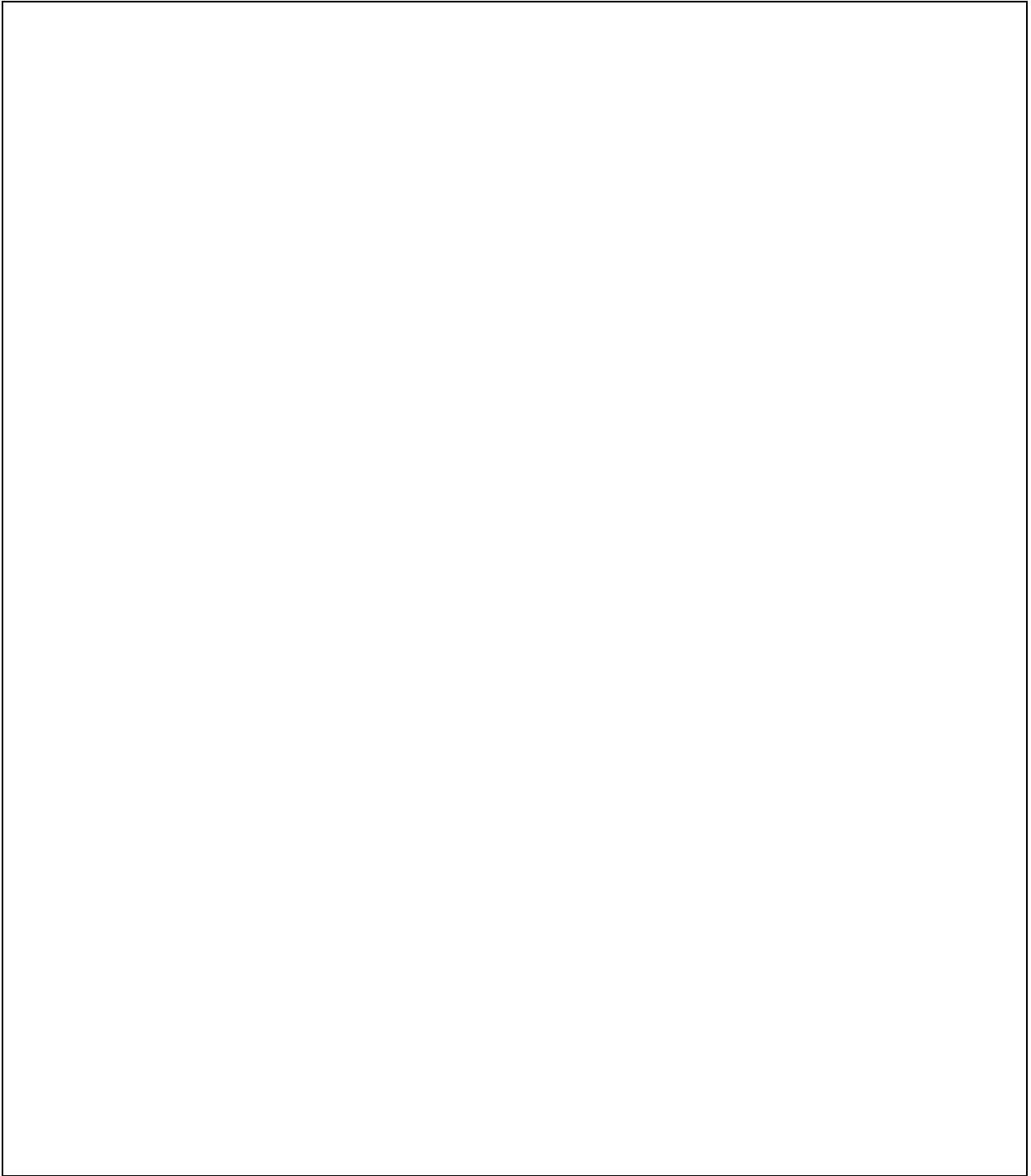
Where do they work?

- Business Affairs Office
- Campus Operations (Campus Business Services, Catering, Design & Construction, Dining & Retail Services, Mail Services, One Card Office, Print Shop, SpiderShop, Sustainability, University Facilities, and Events & Support Services)
- Controller's Office (Accounting, Accounts Payable, Bursar's Office, Grants Accounting, Internal Audit, Payroll, Procurement & Strategic Sourcing)
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Why does this person or team deserve recognition for Outstanding Business Affairs Performance? Please provide specific examples of how they have excelled in the performance of their duties, have furthered the mission and vision of Business Affairs,

inspired excellence in others, and/or exemplified the Business Affairs Values. You may attach additional pages if necessary:

A large, empty rectangular box with a thin black border, intended for the user to provide examples of how they have inspired excellence in others or exemplified Business Affairs Values. The box is currently blank.