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| ***Creighton University • Finance Division*** |
| ***VISION: To be a valued strategic partner, advancing the success of the University.*** |
| ***MISSION: Promote sound financial management, provide quality services, and partner to develop innovative solutions in support of the teaching, research, and service mission of the University.*** |
| ***VALUES: Ethical •Transparent •Collaborative• Adaptable• Caring• Responsive***  |

Key Contributor Award Instructions and Nomination Form

**Eligibility:** Finance Division employees who demonstrate support of key finance success criteria such as improved customer service, expense savings or avoidance, enhancement/improvement of financial processes, teamwork, collaboration, and cross functional or divisional leadership are eligible for the Key Contributor Award.

**Format:** Nominations shall be submitted to Laura Mann at lauramann@creighton.edu using this form or via a descriptive e-mail message. Nominations should be detailed and specific, **providing examples** of merit wherever possible.

**Of Note:** All nominations will be held in confidence. No self-nominations.

**Deadline:** Completed nominations are due by 5:00 p.m. on the last Friday of February, May, August, and November.

**Nominee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Nominated by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Please describe in detail how this nominee contributes to the finance mission above and/or strategic initiatives of process improvement and partnering for decision support.
2. Please describe how this nominee embodies one or more of the finance values while accomplishing his/her work.

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