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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***  |

“Team of the Quarter”

Award Instructions and Nomination Form

**Eligibility:** Finance Division personnel or finance personnel in collaboration with Creighton University employees from other areas who support and promote finance strategic initiatives. Winning teams implement a process improvement or provide decision support that delivers new revenue, cost savings, increased quality, or improved services to students, patients, faculty, and/or staff. These teams demonstrate collaboration, teamwork, and commitment to the finance mission and values in their project work.

**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 Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

1. Please describe in detail the team’s project, links to strategic initiative, and project results.
2. Please describe how the team members embody one or more of the finance values while accomplishing their work.