



F&S Retirement Frame Request Form

Employees who retire from F&S with five or more years of service at the University of Illinois Urbana-Champaign are eligible to receive a retirement frame. To order, department directors or shop supervisors must fill out the form and select one of the design options. Completed forms should be signed by the requestor (digitally or scanned) and sent to the Customer Relations & Communications department at fscustomerrelations@illinois.edu. **A minimum of two weeks' notice is required** before the proposed delivery date, or the frame production process may take longer (**NO RUSH ORDERS**). Employees who leave F&S, but do not retire, are ineligible to receive a frame.

Requester _____ Email _____

Phone _____ Date Needed _____

Division Director or Supervisor Signature _____

Employee Name (as it should appear) _____

Employee Years of Service _____

(choose one of the following designs – plaques are 24" x 18")



Alma Mater



Foellinger Auditorium



Illini Athletics