

Procedure for Procurement of Local 1102 Retirement Gift

Local 1102 will provide funds for the purchase of a retirement gift for SGEU in-scope Local 1102 members.

Local 1102 provides **up to a maximum of \$75.00** (including all taxes) for a gift for the retiree. The retiree must receive a gift. The gift can't be cash or a gift card as these are taxable benefits.

There are **2 (two)** parts to the process of accessing funds for the gift. The first form, **Application for SGEU Local 1102 Retirement Gift**, must be completed in full. The completed form may be mailed to the Secretary/Treasurer of Local 1102 (Connie Symchyck/Gloria Roque) to #201-1114-22nd Street West, Saskatoon SK, S7M 0S5. The completed form can be dropped off at the above noted address. The completed form can also be e-mailed to local1102@sgeu.org

The first form will be brought forward to a Local 1102 Executive Meeting, which is held on the 2nd Monday of each month, except July and August. If/when the application is approved by the Local Executive, the Secretary/Treasurer will contact you to instruct you regarding the purchase of the gift.

Once the gift is purchased the receipt and the completed **Cheque Requisition Form** (2nd form) must be submitted to the Secretary/Treasurer (same information as above). Once received by Local 1102 Treasurer, a cheque will be issued to the purchaser of the gift.

It is important that the form be completed in full and legible so that the local has the correct contact information. Please ensure that all of the requested information is provided. Please write legibly.

The e-mail address provided to the local **must be a home/personal** e-mail address, it can't be your work e-mail address.

Any questions, please e-mail the local e-mail address at local1102@sgeu.org

Application for SGEU Local 1102 Retirement Gift

Name of Retiree: _____

Date: _____

Retiree Home Address: _____
(*include postal code*) _____

Home Phone Number: _____ Work Phone Number: _____

Retirees Workplace & Ministry: _____

Workplace Address: _____

Service Start Date: _____ **Service Completion Date:** _____

Years of Service: _____ Classification & Level: _____

Is retiree currently an SGEU **in-scope** employee? _____

Work History: _____

Union Activity: _____

Contact Person: _____

Home E-Mail Address: _____

Home Phone Number: _____ Work Phone Number: _____

Home Mail Address: _____
(*include postal code*) _____

Workplace Mail Address: _____

Cheque Requisition Form

Date: _____

Pay To: _____

Mail To: _____
(Home address and Phone Number – MUST COMPLETE)

(Work Address and Phone Number – MUST COMPLETE)

For: _____

Account To Be Charged: _____

Amount: _____

Authorized By: _____

(if for a zone expense

(Name)

to be completed by

Chief Steward)

(Position)

For Office Use Only

Date: _____

Cheque #: _____

Account Name: _____

Description: _____ **Account #** _____ **Amount** _____

TOTAL CHEQUE Amount: _____