



Bonus/ Merit-Based Increase Request Form

Employee Name: _____

Job Title: _____

Department: _____

Immediate Supervisor: _____

I would like to recommend a performance based bonus.

The Amount requested is: \$ _____ Justification:

Certification

I have verified that sufficient funds are available within the account and/or grant/IPA agreement to cover this increase and/or bonus.

CHIEF EXECUTIVE OFFICER: APPROVED DISAPPROVE REASON: _____

SIGNATURE OF CHIEF EXECUTIVE OFFICER

SIGNATURE OF SUPERVISOR