

**TEXAS STATE UNIVERSITY**  
**RETIREMENT FUNDS REQUEST FORM**

Please complete the following and submit to Danielle Garlotte, JCK 820, or by email at [d.garlotte@txstate.edu](mailto:d.garlotte@txstate.edu) and copy email to Valarie Van Vlack, Assistant Vice President and Treasurer at [vv11@txstate.edu](mailto:vv11@txstate.edu).

**Section 1. Retiree's Information:**

Name of Employee	
Employee's Title	
Employee's Department	
Date of Hire	
Retirement Effective Date	

**Section 2. Retirement Reception Information:**

Date	
Time	
Location	

**Section 3. Requestor:**

Name	
Department	
Email	
Phone	

**Section 4. Funds Request**

Amount Requested (up to \$400*)		Are you using \$50 of the requested amount towards a gift?	Yes No
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**Required Signatures:**

Assistant Vice President & Treasurer	
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For questions regarding purchases, P-card use, and/or reimbursements, please contact Danielle Garlotte at ext. 5-2620 or [d.garlotte@txstate.edu](mailto:d.garlotte@txstate.edu).

\*10-15 years of employment, \$200.

15+ years of employment, \$400.

If using \$50.00 for a gift, the food amount will be deducted by that amount.

When using the funds, the following are important guidelines that **MUST** be followed:

Purchase requisitions, including those for Chartwell's, should be completed **prior** to obtaining a purchase or receiving a service when using a vendor and forwarded to the Treasurer's Office for approval.

All achievement awards must be made in accordance with the Internal Revenue Code. An employee achievement award is an item of tangible personal property (a pen, a crystal bowl, a clock, etc.). **Items that will not qualify for achievement awards are: cash, gift certificates, tickets to the theatre or sporting events, vacations and real property.** The award should not be given at the same time annual salary adjustments are made or the IRS may claim that this is disguised compensation. The maximum amount that can be excluded from an employee's wages for an employee achievement award is \$400 per tax year.

A P-card is available in the Treasurer's Office for purchase of items from vendors who do not accept purchase orders. If the P-card is used, it must be returned to the Treasurer's Office the next working day, along with all receipts.

Persons purchasing items for use by the university shall claim the exemption for Texas sales taxes in every possible case by providing the vendor with a Sales Tax Exemption Certificate (form attached or accessible at <https://www.txst.edu/procurement/forms.html>). This will exempt the purchase from Texas sales tax. When no attempt has been made to use the Sales Tax Exemption Certificate, sales tax will not be reimbursed except under special conditions as approved by the Treasurer.

Catering service for functions held in university facilities may be obtained from the food service contractor or from other catering services. A list of approved caterers can be obtained from Auxiliary Services.

**No payments or reimbursements are to be requested for** activities which are (a) in violation of either State or Federal law; (b) for support of political activities of candidates; (c) gifts for employees or other persons; or (d) violations of generally accepted ethics for the conduct of public officials or university administrators.

The Request for Payment/Reimbursement (form attached) must also be completed along with an itemized receipt (a credit card receipt alone is not acceptable), and forwarded to the Treasurer's Office for approval.