

Vanderbilt University Medical Center

Sign-on Bonus Approval Form for Academic Enterprise/VMG Faculty and Staff

Due Date

Employee Name

Department

Faculty or Staff (Indicate with ✓) Faculty Staff

Support/Offer Letter Included Yes No Note:

Sign-on Bonus Amount

Moving Allowance

Total

Approver #1 (Based on guidelines below)

Approver #2 (Based on guidelines below)

Guidelines in accordance with the Delegation of Authority Policy:

Faculty Sign-on Bonus	< \$30K	Dr. David Raiford <u>or</u> Tom Netolicky
Faculty Sign-on Bonus	> \$30K	John Manning <u>and</u> Cecelia Moore
Staff Sign-on Bonus	< \$25K	John Manning <u>and</u> Cecelia Moore
Staff Sign-on Bonus	> \$25K	John Manning <u>and</u> Cecelia Moore