

5 November 1996

MEMORANDUM

TO: Joey Bennett
FROM: *Sudsy*
Sudsy Tschiderer
SUBJECT: Commencement - December 16, 1996

Joey, Dr. Bill Sackett, Marine Science faculty member and former department chair, is retiring in December. It is customary for USF to present a plaque to retiring faculty at Commencement. Consequently, we will need a Purchase Order (from the Commencement account, per usual) for:

Brown's Trophies
3001 Central Avenue
St. Petersburg, FL 33713.

(813) 323-2811

\$45.00

In the meantime, I'll talk to Dr. Bridges about the text he wishes to print on the plaque. (Usually it is something like: In Appreciation for Dedicated Service to the University of South Florida)

I will order the plaque in late November (along with the Outstanding Graduate plaque that is purchased by the USF Pinellas Alumni Club in a separate transaction). At that time I'll obtain the P. O. # from you, OK?

Please let me know if there is any further information you need from me.

THANKS!

cc: W. Bridges
L. Mikell
L. Wharton Turner