

**KANSAS STATE UNIVERSITY
EMPLOYEE SUGGESTION APPLICATION FORM**

NAME _____

POSITION TITLE _____

WORK LOCATION _____

HOME ADDRESS _____

HOMETOWN NEWSPAPER _____

SUGGESTION TOPIC _____

PLEASE DESCRIBE:

1. The current situation
2. How it can be improved
3. First year's estimated savings
4. How you arrived at the savings estimate

(Use of standard-sized type to format the response is preferred and appreciated.)

The use of my suggestion by Kansas State University shall not form the basis of a further claim of any nature upon Kansas State University by me, my heirs, or my assigns. My name may be used to publicize this suggestion, if adopted.

Signature

Date

Return this form to: KSU Employee Suggestion Committee, Dept of Employee Relations and Training, 103 Edwards Hall, C-104, Manhattan, KS 66506. For information call (785) 532-6818.