



APPENDIX 2 – Gift Card Tracking Log

Gift Card Tracking Log

This form is to be completed for all gift card purchases and must be attached to your credit card reconciliation along with all Gift Card Receipt Acknowledgement forms.

Department Name:			Employee Name:					
Date Purchased	Purchase Method <small>(P-card, PO, RFP)</small>	Gift Card Supplier <small>(Merchant Name)</small>	Serial No.	Amount <small>(Max \$100)</small>	Date Distributed	Recipient Name	Student #	Acknowledgement Completed <small>(Must be "Yes")</small>
Employee Signature:			Date:		Manager Signature:			Date:

