



APPENDIX 3 – Acknowledgement of Gift Card Receipt

Acknowledgement of Gift Card Receipt

This form is to be completed by all gift card recipients.

Date:					
Name of Recipient:					
Email:		Phone:		Student #	
Address: Street City, Prov, Postal Code					
Gift Card Supplier: (Eg. Amazon, WalMart)					
Serial Number:					
Card Value (\$):					
Signature of Recipient:			Date:		
Confederation College Employee Signature:			Date:		
<i>This form must accompany all gift card tracking logs and applicable credit card reconciliations.</i>					