



GIFT CARD/PRIZE DISBURSEMENT LOG

This form must be completed to record the dispensing of all gift cards/prizes purchased by the department – even if only one card/prize is purchased for one individual. A copy of the proof of purchase must be kept on file by the department. Further, the department must provide a copy of the Department Log if requested for audit purposes.

Department Name: _____ Event Name: _____

Contact Person Responsible for Cards/Prizes: _____ Phone: _____ Email: _____

Number of Cards/Prizes Purchased: _____ Type: _____ (example: Headphones, Amazon Gift Card) Card/Prize Purchase Amount: _____

Cardholder Name (if p-card purchase): _____ Location and # of Cards/Prizes Not Dispersed: _____, _____

	Date of Distribution	Recipient's Name	Recipient's Status (Employee, Student, Other)	Employee/ Student ID#	Non-Resident Alien (Y/N)	Prize Description or Gift Card Number (Last 4 digits on back of card)	Card/Prize Value	Signature of Recipient
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10								

Please Note: Your information will be submitted to the Tax Compliance Office for 1099 reporting. Employees are not allowed a gift card UNLESS part of a research incentive or random drawing.