DAEMEN

RECORD OF GIFT CARD DISTRIBUTION

	*Gift Card Type	$ Value of Card	Printed Name of Recipient	Signature of Receipient	Date Received
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

TOTAL _____   *Card type=Amazon, Tim Hortons, Visa, Target, etc.

To be completed by the person/dept. distributing gift cards:

Gift cards obtained by:

[ ]   Purchasing Dept: Name of requestor _____

or

[ ]   Self purchase: Name of purchaser _____

Date purchased _____   Total # cards _____   Total value $_____

Business Purpose of Gift cards:

_____