Gifts/Gift Certificates Given Form

Complete this form for **ALL** gifts/gift certificates purchased.
Return with your Procurement Card Statement and also send a copy to the Accounting Manager, GEM 6th floor.

Cardholder's Name: _____ **Vendor Name** (who the gift certificates were bought from): _____

ProCard Number: _____ **Amount of Purchase**: _____ **Date of Purchase:** _____

Other forms of Purchase (Campus Connections, Invoice Payment Form): _____

Name Gift/Gift Certificate Recipient	Social Security Number/UID	Date	Amount	Recipient's Signature	Reason for the Gift/Gift Certificate	Is the Recipient an Employee?	Will the Dept pay for tax gross up?

Rev: Oct 2007