

Methodist University Prize Purchase Form

This form is to be filled out for all prize purchases, including: prizes for drawings, prizes for services, and event door prizes. Each gift recipient must sign acknowledging their receipt of the gift. If the prize is purchased through the Purchase Requisition system (PO, Check, or Corporate Card request) this form must be used as supporting documentation for the request. If the prize was purchased on a p-card, this form must accompany the receipt in the P-Card statement packet.

Your name: _____ Event name/description: _____

Department: _____ Event date: _____

Description of gift(s): _____

Reason for giveaway: _____

Recipient(s) of gift(s):

1. Name: _____ Signature: _____

2. Name: _____ Signature: _____

3. Name: _____ Signature: _____

4. Name: _____ Signature: _____

5. Name: _____ Signature: _____

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