

**METHODIST UNIVERSITY  
GIFT CARD/GIFT CERTIFICATE DISBURSEMENT LOG**

This form must be completed to record the distribution of all gift cards/certificates purchased by the department. The completed disbursement log along with the approved Gift Card/Certificate Purchase Authorization Form must be returned to Procurement Services

<b>Department Name:</b>	
<b>Contact Person:</b>	
<b>Event Name/Program Title:</b>	
<b>Requisition Number:</b>	
<b>Budget Code:</b>	

<b>Total Gift Cards Received:</b>	\$	-
<b>Amount of Gift Cards Distributed:</b>	\$	-
<b>Amount of Gift Cards Remaining:</b>	\$	-

	<b>Recipient Name</b>	<b>Date Of Distribution</b>	<b>Recipient Status</b> (Employee, Student, Other)	<b>Student ID number</b>	<b>Nonresident Alien: YES or NO</b> (If Yes, attach Foreign National Information Form)	<b>Gift Card Amount</b>	<b>Recipient Signature</b>
1.)							
2.)							
3.)							
4.)							
5.)							
6.)							
7.)							
8.)							
9.)							
10.)							
11.)							
12.)							
13.)							
14.)							
15.)							
16.)							
17.)							
18.)							
19.)							
20.)							
	<b>TOTAL DISTRIBUTED:</b>					\$	-

\* Use additional pages if needed

Signature \_\_\_\_\_

Date \_\_\_\_\_

Finance Use Only:  
AP or Payroll \_\_\_\_\_

Date Received: \_\_\_\_\_  
Staff Initials: \_\_\_\_\_