METHODIST UNIVERSITY
GIFT CARD/GIFT CERTIFICATE DISBURSEMENT LOG

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

Department Name: _____

Contact Person: _____

Event Name/Program Title: _____

Requisition Number: _____

Budget Code: _____

Total Gift Cards Received: $ _____

Amount of Gift Cards Distributed: $ _____

Amount of Gift Cards Remaining: $ _____

Person submitting the form to Procurement is responsible to ensure all entries are legible.

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

* Use additional pages if needed

TOTAL DISTRIBUTED: $ _____

_____   _____
Signature   Date

Finance Use Only: Date Received:_____

AP or Payroll_____   Staff Initials:_____