

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: _____ Department: _____

Event Name: _____ Date: _____

Reason for Giveaway: _____

Description of Gift(s): _____

Recipient(s) of Gift(s):

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

	Name (Please Print)	MU Student or Employee ID #	Signature
1			
2			
3			
4			
5			
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8			
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10			