

DREXEL UNIVERSITY

GIFT CARD/CERTIFICATE DISBURSEMENT LOG

This form must be completed to record the dispensing of all gift cards/certificates purchased by the department – even if only one card is purchased for one individual. The original proof of purchase, Authorization Form and Acceptance Agreement must be kept on file by the department, together with the Log. The department must submit a copy of the Log, together with a copy of related Authorization Forms, to Accounts Payable on an event basis. For the month ending December 31, the Log must be submitted by December 15th. **NO GIFT CARDS/CERTIFICATES SHOULD BE GIVEN TO EMPLOYEES AFTER December 15th OF EACH YEAR.**

Department Name: _____

Contact Person: _____

Date of Distribution	Recipient's Name	Recipient's Status (i.e., Employee (E), Non-Employee (NE), Student (S), Other (O))	Employee/ Student Identification Number or Social Security Number (Last four digits)	Nonresident Alien Yes or No (Y) (N)	Vendor Name Gift Card/ Certificate Number	Face Amount of Gift Card/ Certificate	Method Used to Purchase Gift Card/Certificate (i.e., Cash, PCard, Check Request etc.)