

Gift Card Distribution Log

Department Name:

Requestor:

Number of Gift Cards:

Vendor:

Event Name:

Event Date:

	Recipient Name	Gift Card Number	Amount	Recipient Signature	Date Received	Distributed By (Print Employee Name)
1			\$	X _____	__/__/____	
2			\$	X _____	__/__/____	
3			\$	X _____	__/__/____	
4			\$	X _____	__/__/____	
5			\$	X _____	__/__/____	
6			\$	X _____	__/__/____	
7			\$	X _____	__/__/____	
8			\$	X _____	__/__/____	
9			\$	X _____	__/__/____	
10			\$	X _____	__/__/____	
11			\$	X _____	__/__/____	
12			\$	X _____	__/__/____	
13			\$	X _____	__/__/____	
14			\$	X _____	__/__/____	
15			\$	X _____	__/__/____	
16			\$	X _____	__/__/____	
17			\$	X _____	__/__/____	
18			\$	X _____	__/__/____	
19			\$	X _____	__/__/____	
20			\$	X _____	__/__/____	
21			\$	X _____	__/__/____	
22			\$	X _____	__/__/____	
23			\$	X _____	__/__/____	

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Event Name:

24			\$	X	____/____/____	
25			\$	X	____/____/____	
26			\$	X	____/____/____	
27			\$	X	____/____/____	
28			\$	X	____/____/____	
29			\$	X	____/____/____	
30			\$	X	____/____/____	
31			\$	X	____/____/____	
32			\$	X	____/____/____	
33			\$	X	____/____/____	
34			\$	X	____/____/____	
35			\$	X	____/____/____	
36			\$	X	____/____/____	
37			\$	X	____/____/____	
38			\$	X	____/____/____	
39			\$	X	____/____/____	
40			\$	X	____/____/____	
41			\$	X	____/____/____	
42			\$	X	____/____/____	
43			\$	X	____/____/____	
44			\$	X	____/____/____	
45			\$	X	____/____/____	
46			\$	X	____/____/____	
47			\$	X	____/____/____	
48			\$	X	____/____/____	
49			\$	X	____/____/____	
50			\$	X	____/____/____	
51			\$	X	____/____/____	
52			\$	X	____/____/____	
53			\$	X	____/____/____	
54			\$	X	____/____/____	