



GIFT CARD/CASH ACKNOWLEDGEMENT FORM

When a gift card is purchased or cash is needed, the following information is to be completed in full and is to be signed and dated by the individual receiving the gift card/cash. This form needs to be attached to the original itemized receipt.

Building/Department:			
Vendor:			
Gift Card:		Gift Card #:	
Cash:		Check #:	
Amount:			
Purpose of Gift Card/Cash:			
Purchase Order #:			
Date of Purchase:			
Recipient's Name (<i>Printed</i>):			
Recipient's Signature:			
Date Signed:			
Relationship to MLSD:			