

Issuing Department: _____

Issued By: _____

Approved By: _____

Financial Services Department

Prize/Gift Card Log

To be submitted to Financial Services with completed Expense Report

| Date Issued | Recipient Name | Event/Purpose of the prize or gift | Prize/Gift Card Type (ex: Sobeys etc.) | Prize/Gift Card Amount | Signature |
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| | | | Total Issued | | |

Note: The total of prize/gift cards issued must equal amount requested on Expense Report.