

Recipient of Prize(s) Log

Purpose of Prize(s):

Vendor:

Employee Issuing Prize(s):

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Number of Gift Card(s):

Total Dollar Value of Gift Card(s):

Note: The distribution of cash or cash equivalents requires strict accountability. Prizes cannot be given to employees or Nonresident Aliens, and cannot be used for the payment of services or other taxable transactions. Multiple prizes should not be given to the same individual during a calendar year.

# of Gift Cards	Amount of Prize or Gift Card	Description of Prize If gift card, provide Gift Card Number or Identifier located on the back of the card	Name of Recipient please print	Recipient's Contact Information i.e., phone number, e-mail or mailing address	Date Received by Recipient	Recipient's Initials
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
		Total Amount				