

Gift Card/Cash and Prizes Signature Form

P-Card Receipt or Cash Advance Check Date: _____ Event: _____

Employee Cash Advance (Use one form per check)
 Gift Cards (Use one form per receipt)
 Prizes Awarded (Use one form per receipt)

Name of Employee: _____ School/Dept: _____

Check#: _____ Number of gift cards not distributed: _____ Number of prizes awarded: _____

<u>Name- Printed</u>	<u>Name- Signature</u>	<u>Prizes Awarded</u> Ex: Fitbit, Go Pro, etc.	<u>Type of Gift Card</u> Ex: Andy's, Best Buy, Sonic, etc.	<u>Value Received</u>	<u>Date Received</u>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Employee Signature: _____

Total Amount of Gift Cards/Cash or Prizes given out: _____

If gift cards or prizes are purchased with the district credit card, complete the form and return with the statement that shows the charge. If cash is given to students, return the completed form to Business Services when all cash has been distributed. Attach any additional receipt or paperwork for monies spent.