

## GIFT CARDS, PRIZES, AND CASH ADVANCE SIGNATURE FORM

P-Card Receipt or Cash Advance Check Date: \_\_\_\_\_ Event: \_\_\_\_\_

Gift Cards (Use one form per check)     
  Prizes (Use one form per receipt)     
  Cash Advance \* (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>Type of Gift Card</u> Ex: Andy's, Best Buy, Sonic, etc.	<u>Prizes</u> Ex: Fitbit, Go Pro, etc.	<u>Value Received</u>	<u>Date Received</u>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
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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.

\* Cash Advance payments are made payable to SPS district employees