

## **University of Wisconsin Purchasing Card Program**

## **GIFT CARD RECIPIENT LOG**

This form is intended to be printed in hardcopy and used as a log sheet for disbursement of all Gift Cards. This log sheet is then attached to the Gift Card Approval form and submitted with any reimbursement request if applicable.

Each individual gift card must be \$50 or less OR up to the amount specified in related documentation.

Purpose of Gift Card Purchased:	 	
Gift Card Vendors(s):	 	

## NOTE:

- Gift cards cannot be awarded to Nonresident Aliens on U.S. soil, regardless of the dollar amount.
- Gift cards may NOT be given to UW employees except in situations where the individual's employment is incidental to the basis on which the gift card is given.
- If these gift cards were given to participants as part of a study, or in any way could contain HIPAA information, please do not include the name or contact information of the participant/gift card recipient and simply list "participant #1" for example with no additional contact information or recipient information.

Amount	Name of Recipient (please print)	Date Received by Recipient	Recipient's Contact Info (i.e., phone number, email or mailing address)	Gift Card Number/Identifier	Recipient's Initials

## Additional Page (if necessary)

(pl	lease print)	by Recipient	(i.e., phone number, email or mailing address)	Number/Identifier	Initials
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