**APPENDIX G**

UW System Admin Purchasing Card Program

**Gift Card Recipient Log**

**Gift Card Vendor:**

**Purpose of Gift Card Purchase:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Amount** | **Name of Recipient** | **Date Received by Recipient** | **Recipient’s Contact Info** | **Gift Card Number/Identifier** | **Recipient’s Initials** |
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