

Gift Card Custodial Log

By signing below, I hereby attest that I have received the exact amount of gift cards as stated and agree to return any unused gift cards within 60 days of the project completion. I further understand that I am personally responsible for the allotted gift cards and must submit the Petty Cash Disbursement Log and any applicable tax documents to the Department, within 60 days of project completion, for grant/fund reconciliation.

Date	Printed Name	Fund/Org #	Total Cards <u>Received</u> and Card Value	Individuals FULL Signature	Total Cards <u>Returned</u> and Value	Date and Individual Initials for Return
<i>Example</i> 4/20/18	Joel Smith	22000	25 - \$10 cards	<i>Joel Smith</i>	2 - \$10 cards	<i>JS</i> 4/30/18