MISSISSIPPI STATE UNIVERSITY

# Gift Card/Certificate Disbursement Log

This form must be completed to record the dispensing of all gift cards/certificates purchased by the department – even if only one card is purchased for one individual. The original proof of purchase, Authorization Form and Acceptance Agreement must be kept on file by the department, together with this Log for auditing purposes. The department must also submit a copy of the Log, together with a copy of related Authorization Forms to the Procurement Card & Payables Manager at the end of each month and should be received in our office no later than the 10th of the following month. *In most cases the reviewer would be the Card Administrator or Business Manager.*

Department:______________________________________________________ Contact Person:_________________________________

Total # of Gift Cards purchased:________________________________________ Total Amount purchased:____________________________

| Name of Recipient | MSU 9# | Vendor/ Certificate # | Amount | Date Purchased | Date Distributed | Participant Initials | Reviewer Initials |
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Reviewer's signature:__________________________ Date:______ Department Head Signature:_____________________________Date:_____