Gift Card Distribution Log
Gift Card Custodian/Distributor

FY _____ Gift Card Req# _____ Page_____ of _____

Gift Card Custodian: _____ Function: _____

Vendor: _____ Dollar Amt: _____ No. of Cards: _____

Distributed by: _____ For the reason: _____

We must obtain one signature per gift card received.

Recipient Printed Name	UH Current Employee		Recipient Signature	Receipt Date
1. _____	☐ Yes	☐ No	_____	_____
2. _____	☐ Yes	☐ No	_____	_____
3. _____	☐ Yes	☐ No	_____	_____
4. _____	☐ Yes	☐ No	_____	_____
5. _____	☐ Yes	☐ No	_____	_____
6. _____	☐ Yes	☐ No	_____	_____
7. _____	☐ Yes	☐ No	_____	_____
8. _____	☐ Yes	☐ No	_____	_____
9. _____	☐ Yes	☐ No	_____	_____
10. _____	☐ Yes	☐ No	_____	_____
11. _____	☐ Yes	☐ No	_____	_____
12. _____	☐ Yes	☐ No	_____	_____
13. _____	☐ Yes	☐ No	_____	_____
14. _____	☐ Yes	☐ No	_____	_____
15. _____	☐ Yes	☐ No	_____	_____

* If you are handing out the gift cards at a function away from a computer/printer, it would be helpful to bring enough copies of this form to the function: Current University of Houston employees must complete a Taxable Payments or Reimbursements to Employees Form, Exhibit B found at http://www.uh.edu/sam/3FicsalAffairs/3D6.pdf.