

GIFT CARD LOG

Please use this to document gift cards that were purchased with University funds. If multiple cards were purchased, list each card individually.

REMINDER: Per Policy 211, gift cards cannot be purchased for UVU employees. The purchase of gift cards for non-employees or students is permissible only with prior Executive Approval. For details, please refer to the P-Card Manual, page 10.

Purchased by (Name): _____ **P-Card (Last 4):** _____ **Dept:** _____

Date Purchased	Vendor	Gift Card Dollar Amount	Business Purpose	Name of Gift Card Recipient	Phone # of Recipient (UVID if student)	Date Given

If there are any gift cards still in your department’s possession, please detail where these are stored and who is responsible for them.