CSUN | CALIFORNIA STATE UNIVERSITY NORTHRIDGE

Purchasing & Contract Administration

GIFT CARD/TICKET RECIPIENT LOG

PCardholder:_____ **Merchant/Vendor:**_____ **Authorized Programmatic Event:**_____

RECIPIENT'S NAME	DATE RECEIVED	SIGNATURE	DOLLAR AMOUNT	GIFT CARD/TICKET NUMBER IF APPLICABLE	STUDENT ID# IF APPLICABLE

Waiver/Case Number:_____

Please attach this log to your PCard Reconciliation Statement.

REV: 9/16/15