



Recipient of Prize(s) Log

Purpose of Prize(s)/Gift Card(s) Purchased: _____

Vendor(s): _____

Employee Issuing Prize(s): _____

Page ____ of ____ Pages

Number of Gift Cards: _____

Total Value of Gift Cards: _____

Note: The distribution of cash or cash equivalents requires strict accountability. Prizes cannot be given to Employees or Nonresident Aliens, and cannot be used for the payment of services or other taxable transactions. Multiple prizes should not be given to the same individual during a calendar year.

Amount of Prize or Gift Card	Name of Recipient (please print)	Date Received by Recipient	Recipient's Contact Info (i.e., phone number, e-mail or mailing address)	Description of Prize or Gift Card Number/Identifier (located on the back of the card)	Recipient's Signature
\$ -	Total Amount				

If gift cards, please forward completed form(s) to the Purchasing Department and work with Purchasing to meet documentation and compliance requirements - Purchasing.Department@uwsp.edu