

**Gift Card/Prize Award Sheet**

Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# of Cards/Prizes Approved: \_\_\_\_\_\_\_ # of Cards/Prizes Awarded: \_\_\_\_\_\_\_\_ # of Cards/Prizes Left in Inventory: \_\_\_\_\_\_\_

Associated Requisition Number: \_R\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gift Card/Prize Recipient *If you need additional room to describe the prize, please write on the back.*

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| --- | --- | --- | --- | --- |
| Name  Please Print | Contact Info. | Signature | Date Received | GC = Gift Card + $  Describe Prize in detail |
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