



RN / PO #:

Total Amount:

GIFT CARD RECONCILIATION FORM

Revised September 2014

When gift cards are purchased with University funds, it is necessary to keep a record of who the cards are given to and why. Please keep up-to-date records of gift card distribution using the form below. When complete, please mail to Travel Services at 405 Administration Building, or scan and email to processo@umanitoba.ca for reconciliation.

Purpose of Gift Card distribution:

(i.e. compensation for participants in research study, as approved by ethics and grant)

Date	Amount of Gift Card	Name of Recipient (please print)	Signature of Recipient

Continued...

Date	Amount of Gift Card	Name of Recipient (please print)	Signature of Recipient
Total			