

GIFT CARD RECONCILIATION FORM

RN / PO #

Total Amount:

When gift cards are purchased with University funds, it is necessary to keep record of their purpose and distribution.

All gift cards are final sale. Unused gift cards can be used for a future purpose/study using the same PO#. Please notify Travel Services if gift cards will be used for future purposes and adjustments will be made accordingly along with any necessary journal entries. Please send completed form to Travel Services at 412 Administration Building, or e-mail to travinfo@umanitoba.ca for reconciliation.

Purpose

(Purpose is the Title used in EPIC or reason for gift cards)

<i>Date</i>	Gift Card Amount	Name of Recipient (please print)	Signature of Recipient
Total			

Department Contact Information:

Name:

Phone: