

Gift Card/Prize Receipt Form

This form must be completed for Gift Cards/Prizes awarded to individuals. The employee who purchases the cards/prizes, a witness, and the awardee must sign the form.

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| Vendor | Description | Value | Reason for Gift / Prize |
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Printed Name (WLU Official) Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name (Witness) Signature

I certify that I have received the above gift cards/prizes.

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Printed Name (Witness) Signature