

TEXAS A&M UNIVERSITY-COMMERCE GIFT LOG

Original itemized receipt or invoice must be attached

| 1. NAME OF EVENT | | | 2. DATE OF EVENT |
|---|-----------------------------|----------------------|--------------------------------------|
| | | | |
| 3. LOCATION OF EVENT | | | |
| | | | |
| 4. PURPOSE OF THE EVENT (This statement must | st establish the purpose of | of the event and a c | lear benefit to the University) |
| | | | |
| | | | |
| | | | |
| 5. USED FOR MARKETING? | NO | VES (If yes, recin | nient information is not applicable) |
| o. OCED I OK WARKETING. | 110 | 120 (11 900, 100.) | ient information is not applicable j |
| 6. RECIPIENT INFORMATION | | | |
| RECIPIENT NAME | CWID OR UIN | | COST |
| | | | 1 |
| GIFT AWARDED | EMPLOYEE? | SIGNATURI | <u>L</u> E |
| | YES | | |
| RECIPIENT NAME | CWID OR UIN | | COST |
| The off text to use | OWID OIL CIT | | |
| GIFT AWARDED | RDED EMPLOYEE? SIGNAT | | <u> </u> F |
| | YES | | |
| DECIDIENT MANG | | | Toggt |
| RECIPIENT NAME | CWID OR UIN | | COST |
| OLET ALMARDED | EMPLOYEES | TOLONATUR | <u> </u> |
| GIFT AWARDED | EMPLOYEE? YES | SIGNATURI | E |
| | | | - |
| RECIPIENT NAME | CWID OR UIN | | COST |
| | | 15:50:00 | |
| GIFT AWARDED | EMPLOYEE? | SIGNATURI | E |
| | YES | <u></u> | |
| RECIPIENT NAME | CWID OR UIN | | COST |
| | | | |
| GIFT AWARDED | EMPLOYEE? | SIGNATURI | E |
| | YES | | |
| Examples: Retirement gifts, event giveaways, drawings, door prizes, and game prizes | | | |
| This form must be included with all documentation. Attach another sheet, if necessary. Document must be signed. | | | |
| Accounts Payable reserves the right to request additional documentation, if necessary. | | | |
| 7. SIGNATURE OF DIRECTOR/DEPARTMENT HEAD | | | 8. DATE |
| | | | |
| | | | |