Confidential Gift Card Disbursement Log

To be maintained by the departmental/program PI | Used in conjunction with the Gift Card/Gift Certificate Disbursement Log

ID/Identifying No.	Participant Name	Gift Card or Certificate Number	Date Disbursed	Participant Signature

This log is to be used by the department to assist in the assignment of confidential ID numbers for anonymous participants who are receiving Gift Cards/Certificates as compensation or appreciation. This log must be kept with the departmental/program PI in the event of a request by an internal or State Auditor. This is not to be shared with the PCard Compliance Auditor or placed in the PCard packet.