UC Davis Gift Card/Gift Certificate Disbursement Log

PC

	Person Receiving Card or ID/Identifying No.	Amount	Signature or on file/mailed	Date Disbursed	Gift Card or Certificate Number	Issued By (Person who disbursed)
EX	Joe Smith	$50	*Joe Smith*	6/1/2017	XYZ125687	i.e. account manager
GR	Participant ID-1	$25	on file with department	6/1/2017	XYZ125789	i.e. account manager
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Total Disbursed **$** **The disbursement log kept on file with the payment receipt must be updated as cards are disbursed.**

For help, contact purchasingcard@ucdavis.edu

Form Ver. GCD.07.2017

Print Save As Clear Form