

# Gift Card Reconciliation Log

Purchase Orgination (SAP report name or Cart/PO #) \_\_\_\_\_  
 Date of Approval: \_\_\_\_\_  
 Vendor(s): \_\_\_\_\_  
 Date of Accountability: \_\_\_\_\_

Project: \_\_\_\_\_  
 IRB#: \_\_\_\_\_  
 Purchaser: \_\_\_\_\_  
 JE Number: \_\_\_\_\_

If applicable

Gift Card Number	Subject Name/ID	Date of Participation	Date of Distribution	Name of Distributor	Fee per Card	Amount per card
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Gift Card Number	Subject Name/ID	Date of Participation	Date of Distribution	Name of Distributor	Fee per Card	Amount per card	
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<b>Gift Card Number</b>	<b>Subject Name/ID</b>	<b>Date of Participation</b>	<b>Date of Distribution</b>	<b>Name of Distributor</b>	<b>Fee per Card</b>	<b>Amount per card</b>	
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Gift Card Number	Subject Name/ID	Date of Participation	Date of Distribution	Name of Distributor	Fee per Card	Amount per card
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Gift Card Number	Subject Name/ID	Date of Participation	Date of Distribution	Name of Distributor	Fee per Card	Amount per card
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Gift Card Number	Subject Name/ID	Date of Participation	Date of Distribution	Name of Distributor	Fee per Card	Amount per card
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Gift Card Number	Subject Name/ID	Date of Participation	Date of Distribution	Name of Distributor	Fee per Card	Amount per card
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Gift Card Number	Subject Name/ID	Date of Participation	Date of Distribution	Name of Distributor	Fee per Card	Amount per card
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Gift Card Number	Subject Name/ID	Date of Participation	Date of Distribution	Name of Distributor	Fee per Card	Amount per card
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Gift Card Number	Subject Name/ID	Date of Participation	Date of Distribution	Name of Distributor	Fee per Card	Amount per card
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<b>Gift Card Number</b>	<b>Subject Name/ID</b>	<b>Date of Participation</b>	<b>Date of Distribution</b>	<b>Name of Distributor</b>	<b>Fee per Card</b>	<b>Amount per card</b>
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Gift Card Number	Subject Name/ID	Date of Participation	Date of Distribution	Name of Distributor	Fee per Card	Amount per card
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Gift Card Number	Subject Name/ID	Date of Participation	Date of Distribution	Name of Distributor	Fee per Card	Amount per card
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