## COMMUNITY COLLEGE OF PHILADELPHIA GIFT CARD/CERTIFICATE DISBURSEMENT LOG

This form must be completed to record the distribution of all gift cards/certificates purchased by a department. The Authorization Form, Acceptance Agreements, and this Disbursement Log must be kept on file by the department and will be subject to audit. A log must be completed for each approved Authorization Form. Once all gift cards/certificates on the Authorization Form have been distributed, a copy of the Authorization Form, Acceptance Agreements, the Disbursement Log, and proof of purchase must be forwarded to the Controller's Office, Attn: Lisa Houser.

Department Name: Contact Person:	Email Address: Extension:	
Number/Amount of Gift Cards Authorized:		
Number/Amount of Gift Cards Distributed:		

Date	Recipient Name	Status (Student/Employee/Other)	J-Number (if applicable)	Gift Card Type	Gift Card Amount
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