

MSUM Gift Reconciliation Form

(For ALL gift card purchases and/or gift items valued at \$25.00 (each) or more, i.e. iPad's, iPod's, etc.)



Event: _____ Event Date(s): _____

Responsible Person: _____

To be completed by MSUM Employee:					To be completed by each Gift Recipient:	
D=Donation P=Purchase	Payment Method	Gift Item	Amount	Recipient's Name PLEASE PRINT	Recipient's Phone Number PLEASE PRINT	Recipient's Signature/Date
	*PO # *P Card - Cardholder Name *Check Request (CR) - Name/Vendor *Emp. Exp. Report (EER) - Employee Name					
(Example) P	EER - John Smith	Sweatshirt	\$50.00	Sally Johnson	218.111.2222	

Submit completed Gift Reconciliation Form and approved Special Expense Form to the Business Office within 1 week of the event. You may want to keep a copy for your records. The submitted forms will remain on file in the Business Office for audit purposes.