

**Asheville-Buncombe Technical Community College
Gift Card Disbursement Log**

This form must be completed to record the distribution of all gift cards/certificates purchased by college employee. The Acceptance Agreements must be kept on file by the college employee together with the Log. The college employee must submit a copy of the Log, together with all signed Acceptance Forms to the Business Office at controller@abtech.edu once all giftcards have been distributed. The documentation will be attached to the original check and is required for auditing purposes. No further giftcards will be administered by the responsible party until all documentation is provided. For the month ending December 31, the Log must be submitted by December 15th. There are additional tax implications to employees who receive gift cards. Please do not give gift cards to employees unless approved by the Business Office.

Program Name:
Paid from GL:

Responsible Person:

						Starting Total Card Value:	1,000.00		
Date of Distribution: (date the gift card is given to student)	Recipient's Name:	Status: Student (S), Other (O)	Employee/Student Identification Number or Social Security Number: (Last four digits)	Nonresident Alien: Yes or No (Y) (N)	Vendor Name Gift Card/Certificate Number (record giftcard ID numbers before distribution)	Face Amount of Gift Card/Certificate	Signed Acceptance Form signed by client on file	Grant/Program Unit Code (ER-80004; FLG-50019; etc.)	
9/29/2018	Joe Schmoe	S	1234567	N	(list number on giftcard)	25.00	Y		
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						Value of Remaining Cards:	1,000.00		