

## GIFT CARD EXPENSE FORM

DATE: \_\_\_\_\_

CUSTODIAN: \_\_\_\_\_

LOCATION: \_\_\_\_\_

### SUMMARY OF EXPENDITURES

DESCRIPTION	DATE	AMOUNT
<b>TOTAL</b>		<b>\$</b>

**RECONCILIATION:**

Total Amount of Gift Card	\$
Total of Receipts Attached	\$
Remaining Amount on Gift Card	\$
Total of Gift Card	\$

I certify that the above detailed information is correct to the best of my knowledge and belief.

Preparer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_