

## Gift Documentation Form

**For internal use only, retain with the monthly statement.**

The use of this form is not required when purchasing a gift; however, it may be helpful for you to use to ensure that required documentation is included to support a gift purchase, as specified by University Policy, Department Procedures, and Guidelines. All gift purchases must comply with these policies. *This form should not be used for the purchase of gift cards. For more information about gift card purchases, please visit the [Gift Cards & Purchases website](#).*

<b>Cardholder Name:</b>		<b>Org ID:</b>	
<b>Date of Purchase:</b>		<b>Last 10 digits of Card #:</b>	
<b>Total Transaction Amount</b>	\$	<b>Vendor:</b>	
<b>Names of recipients and their relationship to the university</b>	<b>Name:</b>		<b>Relationship:</b>
<i>If additional lines are needed, please attach an Excel file.</i>			
<b>Item(s) purchased:</b>			
<b>Business Purpose</b> (Why the gifts were purchased):			