EAST TEXAS A&M UNIVERSITY

GIFT LOG

Original ***itemized*** receipt or invoice must be attached

1. NAME OF EVENT	2. DATE OF EVENT
3. LOCATION OF EVENT	
4. PURPOSE OF THE EVENT (*This statement must establish the purpose of the event and a clear benefit to the University*)	
5. USED FOR MARKETING? ☐ NO ☐ YES (*If yes, recipient information is not applicable*)	

6. RECIPIENT INFORMATION

RECIPIENT NAME	CWID OR UIN	COST
GIFT AWARDED	EMPLOYEE? ☐ YES	SIGNATURE

RECIPIENT NAME	CWID OR UIN	COST
GIFT AWARDED	EMPLOYEE? ☐ YES	SIGNATURE

RECIPIENT NAME	CWID OR UIN	COST
GIFT AWARDED	EMPLOYEE? ☐ YES	SIGNATURE

RECIPIENT NAME	CWID OR UIN	COST
GIFT AWARDED	EMPLOYEE? ☐ YES	SIGNATURE

RECIPIENT NAME	CWID OR UIN	COST
GIFT AWARDED	EMPLOYEE? ☐ YES	SIGNATURE

Examples: Retirement gifts, event giveaways, drawings, door prizes, and game prizes

This form must be included with all documentation. Attach another sheet, if necessary. Document must be signed. Accounts Payable reserves the right to request additional documentation, if necessary.

7. SIGNATURE OF DIRECTOR/DEPARTMENT HEAD	8. DATE