

## 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	st establish the purpose of	of the event and a c	lear benefit to the University)
5. USED FOR MARKETING?	NO	VES (If yes, recin	nient information is not applicable)
o. OCED I OK WARKETING.	110	120 (11 900, 100.)	ient information is not applicable j
6. RECIPIENT INFORMATION			
RECIPIENT NAME	CWID OR UIN		COST
			1
GIFT AWARDED	EMPLOYEE?	SIGNATURI	<u>L</u> E
	YES		
RECIPIENT NAME	CWID OR UIN		COST
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GIFT AWARDED	RDED EMPLOYEE? SIGNAT		<u> </u> F
	YES		
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RECIPIENT NAME	CWID OR UIN		COST
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GIFT AWARDED	EMPLOYEE? YES	SIGNATURI	E
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RECIPIENT NAME	CWID OR UIN		COST
		15:50:00	
GIFT AWARDED	EMPLOYEE?	SIGNATURI	E
	YES	<u></u>	
RECIPIENT NAME	CWID OR UIN		COST
GIFT AWARDED	EMPLOYEE?	SIGNATURI	E
	YES		
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