

Texas A&M University-Commerce

Gift Log

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

Name of Event:

Date of Event:

Location of Event:

Purpose of Event:

This statement must establish the purpose of the event and a clear benefit to the university.

Used for Marketing: **Yes** **No** If **YES**, recipient information is not applicable.

Name of recipient:

CWID or UIN:

Gift awarded:

Cost:

Original Signature:

TAMU employee

Signature of individual awarded the gift

Date

Name of recipient:

CWID or UIN:

Gift awarded:

Cost:

Original Signature:

TAMU employee

Signature of individual awarded the gift

Date

Name of recipient:

CWID or UIN:

Gift awarded:

Cost:

Original Signature:

TAMU employee

Signature of individual awarded the gift

Date

Name of recipient:

CWID or UIN:

Gift awarded:

Cost:

Original Signature:

TAMU employee

Signature of individual awarded the gift

Date

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 more documentation if necessary.

Signature of Director/Department Head

Date