Custodian Record
GIFT CARDS PURCHASED AND AWARDED

Order #	Order Date	Check Amt

Designated use for cards

AWARD LIMITS (without exceptional approval)**:**

On the spot (Spot)	$75
(Maximum of 3 per year to an employee)	
Length of service, retirement	$400
Sympathy	$75
Prize & other	$75

After all cards have been awarded, return completed, signed form to:
Business Resource Center - YELLOW TEAM,
1111 Franklin Street, 9th flr

INVENTORY

Cards acquired:			**Awards made:**		**Approving authority:**
Store Name	Card Amount	Date	Recipient	Reason for award (attach copy of award letter)	SIGNATURE
Total $	0				

**** Check Amount & Total Amount must be the same.**

Gift cards have been awarded in compliance with G-41 and no card inventory remains.

_____ _____ Date_____

Custodian Signature Print Name

After returning the completed and signed form, your responsibilities as custodian under this order are complete.