 **EHE Sample Gift Card Log**

# eRequest #:

# Use of the log is optional however a log of all gift card recipients must be kept. Reminder: The department is responsible for documenting the reconciliation of a Gift Card Log for audit documentation and inquiry from Internal and External Auditors.

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| **Template for Documentation Log for departmental use** | | | |
| Date of Payment | **Card Amount** | Gift card Description **(Amazon, VISA, etc.)** | **Recipient of Gift Card** |
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