

**FRANCIS MARION UNIVERSITY**  
**GIFT CARD DISBURSEMENT LOG**

<b>Recipient Name or Research Study Number</b>	<b>Date of Distribution</b>	<b>Recipient Status (Employee, student, other)</b>	<b>Employee or Student Only: Last 4 digits SSN</b>	<b>Gift Card Amount</b>	<b>Recipient Initials</b>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
<b>Total Value of Gift Cards/Certificates disbursed:</b>					

**Note: Department should send a completed copy of this form to the Office of Accounting.**

Please see the [FMU Guidelines for Gift Card Usage](#) for retention requirements for this form.