



# PCard Gift/Prize Receipt Form

The PCard should be used on an exception basis only to charge a gift or prize.

Cardholder Name:

Cardholder Department:

Last 4 digits of card #:

Vendor Name:

Purchase Date:

Reason for Purchase:

Use the tab key to enter more than one line

Gift Award Date:

Recipient Name:

Recipient Signature:   
*(required)*

**Note: This completed and signed form should be kept with your monthly reconciliation package.**