



## ***GIFT CARD RECORD FOR PAYROLL***

***Must be submitted to payroll when gift card is given to staff member***

<b>To Be Completed By Supervisor</b>	
Date of Request	
Supervisor Requesting	
Supervisor Signature	
Staff Member to Receive Gift Card	
Gift Card From (name of card given)	
Dollar Amount on Gift Card Given	
<b>To Be Completed By Accounting</b>	
Staff Member Payroll Number	
Payroll Date Paid	
Pay Period Start	
Pay Period End	
Gross-up Amount on Payroll	
Payroll Entry Made By	
Payroll Entry Made On	
Copy to be Kept with Payroll	