

Please note, within 30 day of receiving Gift Cards:

Distribute Gift Cards to Recipients
 Complete Gift Card Distribution Log and send back to Lake Worth
 Cashier's Office at MS# 11.

Gift Cards not distributed within 30 days:

Return any unused Gift Cards to the Lake Worth Cashier's Office
 along with a completed Gift Card Distribution Log and Gift Card
 Return Form



**FINANCE DEPARTMENT
 GIFT CARD REQUEST FORM**
 Includes Journal Entry Data

Department: _____
 Event Contact: _____
 Phone: _____
 Request Date: _____

1. Workday Worktags to be charged in Total

Journal Entry Debit Detail for Gift Card Sales:

Revenue Category	WD Ledger	Cost Center	Business Unit	Fund	Function	Program	Grant	Agency	Project	Debit Amount
Gift Cards SC228	69500									
Gift Cards SC228	69500									
Gift Cards SC228	69500									
Gift Cards SC228	69500									
Total Amount of Authorization:										

2. Requested Card Quantity (Available stored value cards: \$25 each)

Card Value	Quantity	Amount

3. Purpose For Gift Cards including estimated Distribution Date

4. Authorization (Must be approved by Dean/Vice President/Provost)

Requested By: _____
 Signature (Budget Manager)

Print Name: _____

Date: _____

Approved By: _____
 Signature (Dean/VP/Provost)

Print Name: _____

Date: _____

SAS Office Use Only:

1. Verify Authorization

2. Journal Entry Credit for Gift Card Sales: Misc Revenue RC090, Ledger 48900, CC0596, BU90, FD630, FX00, AG188

3. Provide Form - Gift Card Log to Event Coordinator

Date of JE Entered: _____

WD JE # _____

Credit Amount