University of Baltimore Gift Card/Certificate Report

Department:						
I certify I received the gi	ft card/certif	ficates listed below:				
Gift card name (i.e. Target, Applebee's)	Card amount	Card serial #	Recipient printed name and address	Recipient Signature & EmpID/Student ID/SSN	Date	
Purpose of gift card(s)			Purchase Order #			
Statement of Compliance: I certify the gift cards/certific be personally responsible for cards/certificates may result in Additionally, the State of Mar	cates listed on t distribution of n disciplinary a ryland, reserve	this form will be used or the cards, and recording action against me. Misu s the right to refer instar	ally for the purpose stated in the approved acquisition justification the required information from the recipients. I understand anse or negligence in safeguarding the items is subject to disciplinates of abuse which violate other statutes to the appropriate law ms, via payroll deduction or any other collection process.	on. I further acknowledge and certing dagree that failure to account for the inary action up to and including disn	e gift nissal.	
Signature of requestor/distr	ributor:		Date Submitted:	Date Submitted:		
Verified by (print full name) :			Verifier Signature&	Verifier Signature& Date:		

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