



## GIFT/PRIZE RECEIPT CERTIFICATION

Person Receiving Prize:

Prize:

Estimated Value:

Serial # of Gift or Gift Certificate Number (if applicable):

Event\*:

Date of Event:

Sponsoring Organization:

I, the undersigned, acknowledge receipt of the above listed Prize/gift for participating in the above listed event sponsored by the above mentioned organization.

Winner Signature:

Winners "C" Number

Date:

Organization Witness Signature:

Print Name & Title

Date:

RETURN COMPLETED FORM WITH REQUISITION OR P-CARD DOCUMENTS TO: Purchasing & Accounts Payable Office, Miller Building, Room 309.

Any gift/prize awarded, regardless of face value, must have a receipt form completed before the gift/prize can be awarded! No gift/prize can be awarded without a valid "C" Number.

\*PLEASE ATTACH EVENT/FUNCTION INFORMATION