



TEXAS A&M INTERNATIONAL UNIVERSITY

Event Name: _____ Date: _____

Prize/Gift Log

Cardholder: _____

	Item Description (color, size, etc.)/ Model Number	Recipient Name/Signature	Recipient ID type/ Recipient A#/UIN#/ID#	Recipient Phone Number/ E-mail	Employee Issuing/ Department
1					
2					
3					
4					
5					
6					
7					

This form is to be submitted with the procard statement the same month in which the prizes were purchased. If there are prizes that were not awarded, these prizes are to be delivered to purchasing for secure storage until the prizes are needed.