Campus Organizations Accounting Prize/Gift Form

Organization

P-Card Holder

Vendor

PCV#

PG#

Note: Do not submit one gift/prize form for multiple transactions. This form needs to correspond with one transaction receipt/one transaction/one vendor.
Information must be typed into this form
If needed, please email coa@iastate.edu for an excel version of this form.

Information						
Full Name	**ISU Employee (Y/N)**	**ISU Student (Y/N)**	**ISU ID number of ISU employee or student**	**Item received**	**Dollar Amount**	**Reason**

Total Amount for this transaction: 0