Campus Organizations Accounting - Prize/Gift Form

Organization:

P-Card Holder:

Vendor:

Date:

Information

Name of recipient (Last, MI, First)	ISU Employee Y/N	ISU Student Y/N	ISU UID#	Item(s) Received	Dollar Amount	Reason
				Total prize amount for this transaction:	0	

Note: Do not submit one gift/prize form for multiple transactions. The above information needs to correspond with one transaction receipt/one transaction/one vendor

If needed, please email coa@iastate.edu for an excel version of this form.

Please type information into this form