Published on *University of Colorado* (https://www.cu.edu)

Gift Card Audit Log & Reconciliation Template [1]

Used to document gift card purchases and disbursements for audit purposes (sample template).

Download: Gift Card Audit Log & Reconciliation Template Form [2]

Effective Date: 02/02/2015

Frequently Asked Questions

Q: **Do the recipients of the gift cards need to sign this form?**
A: Yes.

Q: **Are there related resources on how/when to use this form?**
A: Yes! See the Finance Procedural Statement Gift Cards [3] for additional details.

Source URL:https://www.cu.edu/controller/forms/gift-card-audit-log-reconciliation-template

Links
[1] https://www.cu.edu/controller/forms/gift-card-audit-log-reconciliation-template
[2] https://www.cu.edu/doc/gift-card-audit-log-and-reconciliation-template-020215xlsx?download=true
[3] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-gift-cards