

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

The OUC has reengineered the finance forms pages to improve user experience by enhancing page design and content. [Learn more here](#) ^[3].

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](#) ^[4] for additional details.

Have a question or feedback?

Questions & Feedback ^[5]

Feedback or Question *

Your Name

Your Email Address

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent

automated spam submissions.

Submit

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/news/office-university-controller-news/april-5-2024-edition/coming-soon-new-ouc-forms>

[4] <https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-gift-cards>

[5] <https://www.cu.edu/controller/forms/questions-feedback-0>