	Department:	enter department name			Custodian:	enter custodian name		
	Speedtype:	enter speedtype						
	Item:	enter type of gift card						
	Date Purchased	*Serial Number*	*Card Amount*	*PeopleSoft Journal ID*	*Date Disbursed*	*Payment Purpose*	*Recipient Nam/ ID #*	*Receipt Number*
1	3/20/2013	123456789	$20.00	ESP0629588	3/22/2013	Screening Visit	1234	634952
2	3/20/2013	123456710	$20.00	ESP0629588				
3	3/20/2013	123456711	$10.00	ESP0629588				
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
	Gift Card Reconciliation:							
	Cards Purchased:		3					
	Amount Disbursed:		1					
	Cards On-hand:		2					

SAMPLE RECEIPT

RECEIPT DATE 3/22/13 NO. 634952
RECEIVED FROM Kimmer Swanson
ADDRESS ID # 1234
Serial # 123456789 $20.00 Gift Card
FOR Screening Visit

ACCOUNT
AMT. OF ACCOUNT
AMT. PAID
BALANCE DUE
CASH
CHECK
MONEY ORDER
BY