Gift Log

A separate Gift Log is required for each type of gift card or monetary denomination thereof; or for each type of gift

SHORT STUDY TITLE: _____ CUSTODIAN: _____

IRB NUMBER: _____ PI: _____

PGID NUMBER: _____ DEPARTMENT: _____

GIFT DESCRIPTION: _____

Section 1			Section 2		
Date Purchased	**Serial # or Sequence # of Gift Card or Gift Item**	***Cumulative Total**	**Date Purchased**	**Serial # or Sequence # of Gift Card or Gift Item**	***Cumulative Total**

The **Cumulative Total is the cumulative monetary value of all gift cards purchased for this study; or the cumulative total of non-monetary gift items.*

This form and it's attached purchase documetation must be retained by the Custodian.

Please attach copies of the purchase documetaion for all gift cards or gift items purchased.

Revised 4/28/10