



Prize and Award Recipients

(Under \$50)

1	Name _____	Prize Description _____ <small>(cash/gift card/etc.)</small>	Prize Value \$ _____
	Purpose _____		Date Awarded _____
2	Name _____	Prize Description _____	Prize Value \$ _____
	Purpose _____		Date Awarded _____
3	Name _____	Prize Description _____	Prize Value \$ _____
	Purpose _____		Date Awarded _____
4	Name _____	Prize Description _____	Prize Value \$ _____
	Purpose _____		Date Awarded _____
5	Name _____	Prize Description _____	Prize Value \$ _____
	Purpose _____		Date Awarded _____
6	Name _____	Prize Description _____	Prize Value \$ _____
	Purpose _____		Date Awarded _____
7	Name _____	Prize Description _____	Prize Value \$ _____
	Purpose _____		Date Awarded _____
8	Name _____	Prize Description _____	Prize Value \$ _____
	Purpose _____		Date Awarded _____
9	Name _____	Prize Description _____	Prize Value \$ _____
	Purpose _____		Date Awarded _____
10	Name _____	Prize Description _____	Prize Value \$ _____
	Purpose _____		Date Awarded _____

**For any prize, award, or gift of over \$50, a Prize and Award Form must be completed.

If items are purchased for use at a later time and the recipient(s) is not known at the time of purchase, the holder is required to keep a detailed log showing the recipient names, what was given, the purpose, the date given, and the value. Turn in to Financial Services when items are disbursed.