Campus Organizations Accounting - Prize/Gift Form

Organization:	
P-Card Holder:	
Vendor:	
Date:	

Information

Name of recipient (Last, First, MI)	Full time or permanent ISU Employee (Y/N)	Item(s) Received	Dollar Amount	Reason
		Total prize amount for this transaction:	0	

Note: Do not submit one gift/prize form for multiple transactions. The above information needs to correspond with one transaction receipt/one transaction/one vendor

If needed, please email coa@iastate.edu for an excel version of this form.