



Gift Card Acknowledgement

By signing below, I acknowledge receipt of the following:

Gift Card for: _____ (Example: Cabella's)
(Name of Vendor)

Amount (Written): _____ (Example: Fifty dollars)

Amount (Numeric): _____

Signature: _____

Date: _____

Northland Community & Technical College Employee Use Only

The employee distributing this gift card shall complete the following:

Employee Name: (please print) _____

Event or Purpose for Issuing Gift Card: _____

Cost Center to be Charged: _____

P.O. # (If applicable) _____

Please forward this Gift Card Acknowledgement form to the Thief River Falls Business Office. If purchased with a credit card, please attach this form to the Receipt Form.