

**Gift Log**  
*(Use as many pages as necessary)*

<b>Responsible Employee:</b>			<b>Department Name:</b>			<b>Date of Gift Log Completion:</b>	
<b>Purpose of Gift Distribution:</b>							
PRINT Name of Gift Recipient	FULL Perm. Address	Employee? (see note)	EMPLID (for EEs) SSN (for non-EEs)	Gift Value	Gift Description	Date Received	Signature Acknowledging Receipt

Note - Please say "yes" if the recipient was an employee at any point in the calendar year, including student employment.