

## BROWNSBORO ISD Gift Card Register

**INSTRUCTIONS:** Obtain approval for the Gift Card on a Donation Form (attach copy).  
Record and track all gift card donations on this register.  
Maintain this register with the gift card(s) in the campus/department safe.

<b>CAMPUS:</b>		<b>DATE RECEIVED:</b>			
<b>MERCHANT:</b>		<b>AMOUNT:</b>			
<b>PURPOSE (If specified by Donor):</b>					
<b>Date</b>				<b>Used</b>	
<b>Used</b>	<b>Merchant</b>	<b>Amount</b>	<b>Purpose</b>	<b>By</b>	<b>Balance</b>

**Note:** Attach receipt(s) of purchases to this register.