



SELMA
CITY SCHOOLS

One Vision. One Voice.
One Selma.

GIFT CARD ISSUANCE & RECIPIENT ACKNOWLEDGEMENT

1. PURCHASE & FUNDING INFORMATION

SCHOOL	DATE PURCHASED
FUNDING CLASSIFICATION: ☐ PUBLIC ☐ NON-PUBLIC	ACTIVITY / ACCOUNT CODE
PAYMENT METHOD	INVOICE / RECEIPT NUMBER

2. GIFT CARD / AWARD INFORMATION

MERCHANT / GIFT CARD ISSUER	
GIFT CARD VALUE \$	DATE ISSUED TO RECIPIENT
PURPOSE / PROGRAM / EVENT	

AWARD / INCENTIVE CRITERIA OR JUSTIFICATION
For public-fund student incentives, document the action/achievement required and how the recipient was selected.

3. RECIPIENT ACKNOWLEDGEMENT

RECIPIENT NAME	RECIPIENT CATEGORY: ☐ STUDENT ☐ EMPLOYEE ☐ OTHER
STUDENT GRADE / ID (IF APPLICABLE)	AMOUNT / VALUE RECEIVED \$

I acknowledge receipt of the gift card identified above in the amount stated and for the purpose documented on this form.

RECIPIENT SIGNATURE

DATE

4. DISTRIBUTION & VERIFICATION

SCHOOL OFFICIAL / ISSUED BY	WITNESS SIGNATURE	PRINCIPAL APPROVAL
DATE	DATE	DATE

REQUIRED SUPPORT: Attach approved PO/invoice and incentive criteria/selection records, if applicable. Allowability is governed by the funding source, board policy, and law.