

ACKNOWLEDGEMENT OF RECEIPT

GIFT CARD / AWARD CERTIFICATE



_____ received the following

Print Employee Name

gift card / certificate award. The amount of the gift card/award certificate will be adjusted for applicable taxes and updated on my next paycheck in accordance with IRS regulations, County PPM CW-F-019 and Ordinance 86-19.

Date of Receipt: _____

Amount of Gift Card / Certificate: _____

Gift Card / Certificate Number: _____

Gift Card Vendor: _____

Employee Signature: _____

Department: _____

Print Department Head Name

Department Head Signature

Date

Forward the Original and one copy to the Payroll Department