TEXAS CHRISTIAN UNIVERSITY RECIPIENT LOG
FOR AWARDS/GIFTS/PRIZES

Employee Name _____ Extension _____

Department Name _____ Department # _____

Purpose of award/gift/price _____

This form is required when providing awards, gifts, or prizes to TCU employees, students, or patrons. The form must be signed by the individual receiving the award, gift, or prize; including gift cards. If unable to obtain signature, electronic confirmation (i.e. Email) of receipt by recipient is required. The form must be filed with an individual's Reimbursement Form when personal funds have been spent to buy the award, gift, or prize.

Completed form must be submitted with the employee's Reimbursement Form

Check only ONE box as applicable

#	Recipient Name	TCU #ID	Recipient Signature	Date	Award/Gift/Prize Description	$ Value	Employee	Student	Other	If other, please specify
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