Division of Academic and Student Affairs
Prize Giveaway Tracking Sheet

Instructions - Use this form when you are giving away gift cards or other prizes as part of a student programming event. Gift cards/Prizes can not be used as a reimbursement or as payment for services and can not be given to employees of the University. Send completed form to dasa-finance@ncsu.edu

Department _____ Contact _____ Event Date _____ Event Name _____

Item	**Value**	**Student's Name (please print)**	**Student's ID #**	**Student's Signature**

How were these items purchased?

Pcard CPS # _____ Marketplace Order # _____ IDT Billing Dept _____ Other _____