

**Staple Itemized Receipt/Invoice  
Here**

**RECORD OF GIFTS**

***A Record of Gifts Form must be completed for all gift purchases.   
Please see the WPS Gifts & Fringe Benefits Policy for information regarding gift guidelines and restrictions.***

**Date of Purchase:**

**School/Department:**

**Gift(s) Purchased (circle one):** gift cards apparel other

**If other, please describe:**

**Reason for Gift Purchase:**

**Funds Used (School Activity Funds, Grant, etc.):**

**Gift Recipient(s) include (circle one):** students volunteers employees other

**Please provide recipient information. If more space is needed, please attach another page.**

| **Recipient Name** | **Gift Value** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

For Finance Department Use Only: □ Taxable □ Non-taxable