

# Texas A&M University-San Antonio Gift Log Form

Name of Gift:

Date of Event:

Location of Event:

Purpose of Gift: *This statement must establish the purpose of the gift and a clear benefit to the university.*

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Name of recipient:	<input type="text"/>	
Gift awarded:	<input type="text"/>	Value: <input type="text"/>
Original Signature	<input type="text"/>	
		Date
Name of recipient:	<input type="text"/>	
Gift awarded:	<input type="text"/>	Value: <input type="text"/>
Original Signature:	<input type="text"/>	
		Date
Name of recipient:	<input type="text"/>	
Gift awarded:	<input type="text"/>	Value: <input type="text"/>
Original Signature:	<input type="text"/>	
		Date
Name of recipient:	<input type="text"/>	
Gift awarded:	<input type="text"/>	Value: <input type="text"/>
Original Signature:	<input type="text"/>	
		Date

*Examples: Retirement gifts, event giveaways, drawings, door prizes, and game prizes  
This form must be included with all documentation. Attach another sheet if necessary.  
Documents must be signed.*

Date:

*Signature of Director/ Supervisor/ Department Head*