



**Gift Certificate, Gift Card, Large Prize, or Award Receipt Form**

Directions: When giving a gift certificate/card or a large prize (like a Kindle), please fill out this form and have it signed and dated. When the form is completed, please forward to the Library Director.

Name of recipient:

For (programming, summer reading prize, etc.):

Amount of gift certificate:

Description of award/prize:

Name of employee presenting prize:

Signature of Recipient

Date

Signature of Employee

Date