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| Chapter Name: |  |
| Chapter President: |  |
| Chapter Treasurer: |  |

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| Explain how this expense aligns to your fundraising plan:

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| **Date Purchased:**  | **Purchased by:** | **Recipient Name:** | **Gift Card (i.e. Starbuck, Target…)** | **Amount:** | **Date Distributed:**  | **Distributed by:** |
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| **TOTAL GIFT CARDS** | **$** |
| *Note: Additional rows available of second page if needed.* |

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| Accepted by: |  |  Date: |  |
| Confirmed by: |  |  Date: |  |

**Complete the following information:**

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| **Date Purchased:**  | **Purchased by:** | **Recipient Name:** | **Gift Card (i.e. Starbuck, Target…)** | **Amount:** | **Date Distributed:**  | **Distributed by:** |
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| **TOTAL GIFT CARDS** | **$** |