MIAMI UNIVERSITY | Gift Card Distribution Log

Submitter's Name: _____ **Department:** _____

Submitter's Email: _____ **Submission Date:** _____

Recipient First Name	Recipient Last Name	Recipient Unique ID or Email	Miami Empoyee? (Y / N)	Distribution Date	Amount	Recipient Signature	Address (if non-Miami Recipient

ALL completed distribution logs should be emailed to AccountsPayable@miamioh.edu.

If a recipient is marked (Y) as being a Miami Employee (including student employees), you must email this form to Payroll@miamioh.edu & cc AccountsPayable@miamioh.edu.

Last revised: 03/2025