Service user: ....

Gift Card log

Dates in use;

From: ....   To: ....

Recording in the Gift Card log

Please use one page per gift card and follow the instructions on the right-hand side of this page.

Gift Card log

Expiry date: ..../........../.......... ③

Serial number: .... ①   Type of gift card: .... ②

	GIFT CARDS IN					GIFT CARDS OUT		
Folio no	Amount spent	Remaining balance	Date deposited in	Service user/ staff signature	Staff signature	Date taken out	Service user/ staff signature	Staff signature
Opening balance: £ ④			⑤	⑥		⑦	⑧	
⑨	⑩	⑪	⑫	⑬				

Comments

Using a gift card and cash/card to pay:

There may be instances where both the gift card and cash/card is used to make a purchase. If this happens, please hold the folio and receipt with the relevant Personal Money book, Pre-paid card transaction book, or Bank card transaction book.

Please record a "*" in the "folio no" column. In the comments box, record a comment to explain which book the folio is held with.

Initial recording into the safe:

① Record the serial number.
② Record the type of gift card (e.g. ASDA, Amazon, M&S etc.).
③ Record the expiry date.
④ Record the balance of the gift card.
⑤ Record the date that the gift card was deposited into the safe.
⑥ Provide a signature in each signature column. If you are lone working, record "lone working" or "lw".

Recording the gift card out of the safe:

⑦ Record the date it is being taken from the safe.
⑧ Provide a signature in each signature column. If you are lone working, record "lone working" or "lw".

Returning the gift card to the safe:

⑨ Record the folio number.
⑩ Record the amount spent.
⑪ Record the remaining balance on the gift card.
⑫ Record the date that the gift card is being returned.
⑬ Provide a signature in each signature column. If you are lone working, record "lone working" or "lw".

Returning the gift card when no money has been spent:

⑨ Record N/A in the "folio no" section.
⑩ Record "£0.00" in the "amount spent" column.
⑪ Record the remaining value of the gift card.

What to do when there is £0.00 left:

Please dispose of the gift card.
Write a comment in the comments box to explain that on *date of disposal* the card was discarded. This will finalise the page.

Gift Card log

Expiry date: ..../........../..........

Serial number: ....

Type of gift card: ....

GIFT CARDS IN						GIFT CARDS OUT		
Folio no	Amount spent	Remaining balance	Date deposited in	Service user/ staff signature	Staff signature	Date taken out	Service user/ staff signature	Staff signature
Opening balance: £ ___.___								

Comments

Gift Card log

Expiry date: ..../ ..../ ....

Serial number: ....

Type of gift card: ....

GIFT CARDS IN						GIFT CARDS OUT		
Folio no	Amount spent	Remaining balance	Date deposited in	Service user/ staff signature	Staff signature	Date taken out	Service user/ staff signature	Staff signature
Opening balance: £ ___.___								

Comments

Gift Card log

Expiry date: ..../.........../...........

Serial number: ....

Type of gift card: ....

GIFT CARDS IN						GIFT CARDS OUT		
Folio no	Amount spent	Remaining balance	Date deposited in	Service user/ staff signature	Staff signature	Date taken out	Service user/ staff signature	Staff signature
Opening balance: £ ___.___								

Comments

Gift Card log

Expiry date: ..../........../..........

Serial number: ....

Type of gift card: ....

GIFT CARDS IN						GIFT CARDS OUT		
Folio no	Amount spent	Remaining balance	Date deposited in	Service user/ staff signature	Staff signature	Date taken out	Service user/ staff signature	Staff signature
Opening balance: £ ___.___								

Comments