



## 1832 Brew Gift Credits

### Purpose & When to Use

- Complete this form when your department is purchasing 1832 Brew Gift **Credits**. If purchasing gift **cards**, please use the appropriate “Gift Card/Prize Recipient” forms: [>\\$50](#) or [<=\\$50](#)
- If you have more than 25 recipients either complete an additional form or attach a spreadsheet with the names and credit value.
- **Please give a copy of this completed form to 1832 Brew.**
  - If paying by Purchasing Card (P-Card), make sure to either attach this completed form to the P-Card expense report and/or [attach it to the transaction in the P-Card system](#).
  - If paying by Departmental Charge, 1832 Brew will process the invoice to Wabash College.
- To complete the form electronically, download the form into a local folder onto your machine which needs Acrobat, Adobe Reader, or Apple Preview.

#	Recipient Name	Gift Credit Value
1		\$
2		\$
3		\$
4		\$
5		\$
6		\$
7		\$
8		\$
9		\$
10		\$
11		\$
12		\$

Please complete back side of this page.

# Wabash.

#	Recipient Name	Gift Credit Value
13		\$
14		\$
15		\$
16		\$
17		\$
18		\$
19		\$
20		\$
21		\$
22		\$
23		\$
24		\$
25		\$
<b>TOTAL</b>		\$

I hereby approve of the above expenses to my account.

**GL Account Number to be Charged:**

Fund ##      Dept #####      Object #####      Course/Project ##

Comments:

*To sign electronically in Adobe, click on the **E-Sign** tab to create/obtain your signature and insert it on the Budget Manager Signature line.*

---

Budget Manager Signature

Date Signed