DISTRICT SCHOOL BOARD OF PASCO COUNTY
INTERNAL/STUDENT ACTIVITY ACCOUNTS
GIFT CARD/CERTIFICATE DISTRIBUTION LOG

MIS Form #156B Rev. 05/17

School: _____ **School Year:** _____

Disbursement Date	Card Number	Disbursement Reason	Recipient (Name)	Recipient (Signature)

Bookkeeper: Retain on file according to retention rules for five years
Distribution: Original to Bookkeeper