WASHINGTON COUNTY SCHOOL DISTRICT DOCUMENTATION FORM - REWARDS & RECOGNITIONS

This form should be used for (1) all non-monetary rewards and recognitions purchased by the school which have a value of $10 or greater, and (2) all monetary rewards and recognitions, regardless of value. Gift certificates are considered "monetary" for this purpose. Gifts and awards purchased using teacher legislative funds are the only exceptions that don't need to be recorded on this form. For additional information concerning the criteria for rewards and recognitions to be considered allowable, please refer to Admin Letter #74.

Each item given needs two signatures. The signatures may be (A) the person receiving the item and an employee who witnessed the item being given, or (B) two employees who witnessed the item being given.

DESCRIPTION	$ VALUE	DATE OF PURCHASE	CHECK OR CC?	REASON FOR GIVING ITEM TO RECIPIENT	DATE ITEM WAS GIVEN	RECEPIENT NAME	SIGNATURES
							1
							2
							1
							2
							1
							2
							1
							2
							1
							2
							1
							2
							1
							2
							1
							2
							1
							2