

# Gift Certificate Sales

DATE ISSUED	GC #	RECIPIENT	AUTH BY	AMOUNT	EXPIRES	NOTES	DATE REDEEMED

## Totals

Issued (Liability): \$ \_\_\_\_\_ Total Redeemed (Income): \$ \_\_\_\_\_ Total Unredeemed: \$ \_\_\_\_\_

*Check with your accountant about how to treat gift certificate income for tax purposes. Remember to set your policies for unredeemed gift certificates.*