



Recipient Memo

Event Information	
Event Title:	
Event Date(s):	

Prize/Gift Information	
Item(s) Description:	
Total Value (\$):	
Date of Issue:	

Recipient Information	
Print Name:	
University Affiliation:	
USC ID# (if applicable):	

I, _____ Hereby acknowledge that I received an item as described above.

Signature: _____ **Date:** _____