

Gift Card Issuance and Reconciliation Report

Promotion Name: [Promotion Title Here]

Reporting Period: [Start Date] to [End Date]

Report Generated: [Date]

Prepared By: [Name or Department]

1. Issuance Details

Issuance Date	Gift Card Number	Issued By	Value	Status	Recipient
[yyyy-mm-dd]	[Card Number]	[Staff Name]	[Amount]	[Active/Used/Expired]	[Customer/Promotion]

2. Redemption/Reconciliation

Redemption Date	Gift Card Number	Redeemed At	Amount Redeemed	Balance	Remarks
[yyyy-mm-dd]	[Card Number]	[Store/Online]	[Amount]	[Remaining]	[Optional Note]

3. Summary

Total Cards Issued	[X]	Total Value Issued	[Amount]
Total Redeemed	[X]	Total Value Redeemed	[Amount]
Outstanding Cards	[X]	Unredeemed Value	[Amount]

Notes:

[Add here any clarifications, exceptions, or additional notes related to the gift card issuance or redemption.]