

Gift Card Batch Control Document

Batch Date:

Batch Number:

Prepared By:

Department / Location:

Card Number Range	Denomination	Quantity	Total Value	Remarks
<div>From - To</div>	<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Total		<div></div>	<div></div>	

Notes / Observations:

Prepared By

Checked By

Approved By