|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | **Month:** | |  | | **Fiscal Year:** | | |  |
| **SUBSTANCE ABUSE PREVENTION AND CONTROL**  **SURVEY INCENTIVES (GIFT CARD) TRACKING FORM** | | | | | | | | | | | | | |
| **DIRECTIONS:** Use a separate incentives (e.g., gift card) tracking form for each surveyor. The gift cards must be logged in the same order as the survey code that was administered. Therefore, this form will include gift cards distributed to youth, young adults and adults. For confidentiality reasons, do not include anything that could identify the survey respondent (e.g., signature, initials). The forms for all surveyors must be maintained together on-site and include a copy of the receipt(s) for the gift cards for verification by your Contract Program Auditor and Fiscal Auditors during the site visit or upon request. | | | | | | | | | | | | | |
| **Agency Name:** |  | | | **Contract Type:** | [EPS or CPS] | | | | **Contract #:** | |  | | |
| **Survey ID #** | | **Card Brand** | **Card Number** | | **Value** | | **Date Given** | | **Surveyor ID** | | | **Surveyor (Staff) Signature** | |
|  | |  |  | |  | |  | |  | | |  | |
|  | |  |  | |  | |  | |  | | |  | |
|  | |  |  | |  | |  | |  | | |  | |
|  | |  |  | |  | |  | |  | | |  | |
|  | |  |  | |  | |  | |  | | |  | |
|  | |  |  | |  | |  | |  | | |  | |
|  | |  |  | |  | |  | |  | | |  | |
|  | |  |  | |  | |  | |  | | |  | |
|  | |  |  | |  | |  | |  | | |  | |
|  | |  |  | |  | |  | |  | | |  | |
|  | |  |  | |  | |  | |  | | |  | |
| **SUBTOTAL** | | | | |  | | **Note: Combined subtotals for each surveyor must equal the attached gift card receipt(s).** | | | | | | |