

Tracking Log for Transit Fares / Gift Cards Issued

Please review the instructions below carefully before completing this form.

This Tracking Log for Transit Fares / Gift Cards Issued is to be **completed in full** whenever you:

- provide small cash-value items like single-trip transit tickets / PRESTO fares to volunteers and other individuals working with you on your project; OR
- issue gift cards to volunteers and other individuals working with you on your project for the purpose of purchasing project-related materials and supplies

All completed Tracking Log for Transit Fares / Gift Card forms are to be submitted to pollinateTO@toronto.ca as part of your Expense Summary when your project is finished OR by the project deadline described in your funding agreement (whichever is earlier).

We accept electronic and handwritten signatures. To facilitate electronic signing, you may use the free [Adobe Acrobat Reader DC](#) or another digital document signing application / service. If the form is signed by hand, please scan it OR take a legible photograph of it for submission.

If you are working with a Community Partner / Trustee that has accepted the grant funds on your behalf, please also ensure that you are following their financial requirements.

Group Name:

Recipient's Full Name	Recipient's Tel. No.	Item Issued	Cash Value (\$)	Purpose / Reason Issued	Recipient's Signature	Date

DISBURSEMENT AUTHORIZATION: By completing this form and signing below, I, a Group Member with signing authority for my Group, acknowledge that the summary of disbursements described above complies with the conditions of the grant, and that there is no known conflict of interest between myself/my Group and the Recipient(s) listed above. Where applicable, I/my Group will attach the receipt(s) for the above-noted disbursement(s) to this form at the time of submission.

Full Name of Group Member:		
Group Member's Signature:		Date: