GIFT BUDGET REVIEW DESK

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Use initials or recipient labels and one currency per project.

STEP 2 Record the allowance and amounts already paid, including any delivery or wrapping you choose to include.

STEP 3 Use the note for remaining purchases, receipt references and delivery checks.

STEP 4 Which fact or document still needs checking?

GIFT BUDGET REVIEW DESK

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

REVIEW DATE	GIFT OR RECIPIENT LABEL	PERSON RESPONSIBLE	GIFT ALLOWANCE	AMOUNT SPENT	RECEIPT, REMAINING PURCHASE AND DELIVERY CHECK

Outstanding question or record to confirm

GIFT BUDGET REVIEW DESK

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Use initials or recipient labels and one currency per project.

Concrete next action

Owner / due

ACTION 2 Record the allowance and amounts already paid, including any delivery or wrapping you choose to include.

Concrete next action

Owner / due

ACTION 3 Use the note for remaining purchases, receipt references and delivery checks.

Concrete next action

Owner / due

IMPORTANT CONTEXT

A budget difference is based only on your entries and does not confirm delivery, refund status or a supplier balance.

- [ ] Source checked
- [ ] Next action assigned