

# MANUAL ISSUANCE FORM



Location name and/or store number: \_\_\_\_\_

Please add points to the following cards below:

If multiple locations: Please use one form per location.

DATE	CARD NUMBER	MERCH. \$ AMOUNT	FUEL \$ AMOUNT	FUEL GALLONS	BONUS POINTS	CLUB PUNCH	REASON

**Please fax to KickBack Points at 208-735-2195**

Approved by (Manager): \_\_\_\_\_

Date: \_\_\_\_\_ 20 \_\_\_\_\_

Please use one of the following reasons in the reason # column above

1	Loyalty Down
2	Customer did not have card
3	Internet down
4	POS Down
5	Card would not swipe
6	New Customer: Customer paid before they were given a KB card
7	OTHER Reason: