

## Gift Card Purchase Approval Form

**Note: IN ORDER FOR THE PURCHASE TO BE APPROVED, THIS FORM MUST BE SUBMITTED BEFORE THE PURCHASE IS MADE**

School/Department: \_\_\_\_\_

I request approval from the Business Office to purchase gift cards for the following reasons:

I am going to purchase \_\_\_\_\_ gift cards at a cost of \$ \_\_\_\_\_ from \_\_\_\_\_.

**I understand the following:**

- Approval must be obtained before the gift cards are purchased, otherwise approval will be denied.
- Gift cards are to be used for business purposes only and the receiver of the gift cards understands the proper usage of these cards.
- Gift card purchases are not allowed on pcards.
- I will attach this form to my reimbursement request.
- Only gift cards for approved vendors can be purchased. Sites such as Amazon where unauthorized purchases can be made are not allowable.

The following individuals will receive the cards (if the individuals are not known yet, please be specific on timing of the purchase and exact reason or purpose):

Requestor Signature and Date

\_\_\_\_\_

Administrator Signature and Date

Budget Code

\_\_\_\_\_

Business Office Approval Signature and Date

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