

Gift Card Purchase Approval Form

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 that the gift cards are to be used for business purposes only and that the receiver of the gift cards understands the proper usage of these cards. I will purchase the gift cards with a credit card and after the purchase will attach this form to my reimbursement request.

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