

**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. Please remember that gift card purchases are not allowed on pcards. 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