

Gift Card/Certificate Request Form
(pre-approval required)

Vendor Information:

Vendor Name: _____ Type (brand) of Gift Card: _____
Address of Purchase: _____

Gift Card Information:

Value of Gift Card/Certificate: _____ (each) Number of Gift Cards/Certificates: _____

Purchase Card Information:

Cardholder Name _____ Last 4 digits of Card: _____

Activity/Event Information:

Name of Event: _____
Date of Event: _____ Location: _____
Participants: (e.g. students, faculty/staff/guests, etc.) _____
of Attendees/Participats: _____
**Student Prize Form must be attached to and scanned with paid receipt and any other applicable documentation*
Purpose/Justification: _____

Approvals:

Cardholder Signature: _____ Date _____
Dean/Head of Department Approval: _____ Date _____
Agency PCard Administrator Signature: _____ Date _____

Director of Procurement Services

Approved: _____ Denied: _____ Date _____

_____ may utilize the PCard for the request to purchase gift cards as outlined on this document as long as your institution can provide documentation of its authority for this type of expenditure, if requested; and all applicable laws, rules and regulations, purchasing policies, and other governing instruments are adhered to. Please also keep a record of the recipient's name and contact information who receives the card as well as the normally required PCard documentation.