Gift Card Request Form

Date: __________________    Department: ____________________________________________

Purpose and benefit of purchasing gift cards/certificates:

__________________________________________________________________________

Dollar amount of each gift card to be purchased: $ ________________________________

Number of gift cards to be purchased: ________________________________

Total dollar amount of gift cards to be purchased: $ ________________________________

Vendor from which gift cards will be purchased: ____________________________________________

Purchase by:  □ Employee (will be reimbursed)  
□ Voucher (payable to vendor)  
□ Local P-Card (Cardholder ___________________  Last 4 digits ____________

Projected date of purchase: ____________________________________________

Projected date gift cards will be distributed: ____________________________________________

The Gift Card Request Form must be uploaded as backup to the voucher or P-Card transaction.

Gift cards must be kept in a secure campus location (e.g., locked drawer or safe) until distributed. The
distribution of the gift cards/certificates must be documented, including date of distribution, name of
recipient, and signature of recipient acknowledging the receipt. If the gift cards are for a confidential
human subject study, the department must retain distribution records in their files for seven fiscal years
after the grant expires. Otherwise, distribution records must be uploaded to the voucher or P-Card
document page in the Finance System when the distribution is complete.

The reviewer of the gift card(s) will review the gift card records at least once a month to verify that all
distributed and undistributed gift cards are accounted for and will report any discrepancies to the
College/Division Administrator.

If the department awards a gift card/certificate to an employee, the department is also responsible for
reporting this amount to the Procurement Card as the employee's taxable benefit in accordance with SAM
03.D.06. If the department awards a gift card/certificate to a non-employee and the total amount received
by the non-employee in a calendar year is $600 or more, the department is responsible for submitting the
non-employee's W-9 Form and reporting the amount to the Procurement Card Coordinator, so that the
non-employee can be issued a Form 1099-MISC.

Purchaser of Gift Card: __________________________  __________________________

Reviewer of Gift Card Records: __________________________  __________________________

Supervisor/College Division Admin.: ____________________________________________

Name __________________________  Signature __________________________  Date ____________

Revised: 01/04/10  1 of 1