



# Gift Card Request Form

## When Using a PCard for Purchase of Gift Cards

Department Requesting: \_\_\_\_\_ Verification#: \_\_\_\_\_

Date Disbursed (if date range include beginning and ending dates): \_\_\_\_\_

Name of PCard Cardholder: \_\_\_\_\_

Purpose of Gift Card Purchase: \_\_\_\_\_ Number of Gift Cards: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dollar Amount of Each Gift Card: \_\_\_\_\_ Total Dollar Amount: \_\_\_\_\_

Vendor Purchasing Gift Cards from: Walmart Amazon SAMS

***By signing this form, I am certifying that I will provide the eProcurement Office with the following information related to the purchase within the required dates for documentation of PCard Purchases for a given cutoff period.***

- Completed Signed Log Sheet (ALL required information must be filled out)
- Receipt of purchase of Gift Cards
- A copy of this approved form
- If your study will be anonymous for IRB purposes, please indicate by checking box. A letter from the PI will be required.

Requester: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature of eProcurement Personnel)

Business Services Revised 10/2018