



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: _____

Purchasing Gift Cards from: Walmart Amazon Sam's Chartwells

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. The Approval Letter from the IRB must be included with the request.

Requester: _____ Date: _____

Approved By: _____ Date: _____

(Signature of eProcurement Personnel)

Business Services Revised 8/2024