



Gift Card/Prizes Request Form

When Using a PCard for Purchase of Gift Cards/Prizes

Department Requesting: _____ D# (once received): _____

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

Name of PCard Cardholder: _____

Purpose of Gift Card/Prizes 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/Prizes
- A copy of this approved form
- If your study will be confidential and/or 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