



Authorization for the Purchase of Gift Cards/Gift Certificates

Gift Card/Gift Certificate Purchaser: _____

Department: _____

I verify that the Gift Cards/Gift Certificates purchased will be used solely for the intended purpose listed below.

Gift Card/Gift Certificate Purchaser's Signature: _____

Purchase Information

Vendor Name: _____

Date of Purchase: _____

Amount of Purchase: _____

Detailed Description of Items to be Purchased:

Detailed Description of Intended Purpose for Items Purchased (this must be for a single purpose):

Month/Year Disbursement(s) to be made:

Will the gift card/certificate(s) disbursement log be confidential?

If yes, a separate disbursement log must be kept in the possession of the Dean, Department Head, or PI and must be available for review as determined by internal and/or state auditors.

I hereby authorize the use of departmental funds to purchase Gift Cards/Gift Certificates for the intended purpose listed above, and will abide by the Gift Card policies related to the possession of confidential disbursement logs, if applicable.

Provost or Vice Chancellor, Dean, Department Head or PI Signature: _____

Date: _____