**APPENDIX F**

**Gift Card Approval Form**

**Date:** **Department Name:**

**Funding String:         -       -             -   -**

 **Account Fund Dept Program Project**

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| **Explanation of Purchase** |

**Purpose of Gift Card Purchase:**

**Explain how the Event/Award of Gift Cards will benefit the University:**

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|  **Transaction Information** |

**Vendor(s):**

**Quantity of Cards Requested:       Dollar Amount of Each Card: $**

**Total Amount of Gift Card Purchase: $**

***Note: Individual gift cards must be in amounts of $50 or less per card, unless provided to research subjects, then allowable up to the amounts provided in related grant agreements.***

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| **Approvals** |

**As the purchaser of these gift cards, I understand that gift cards are allowable only when used for prizes or awards in amounts of $50 or less, unless provided to research subjects, then allowable up to the amounts provided in related grant agreements. I understand the cards are to be awarded to students and/or non-employees only. The cards will not be awarded to Non-Resident Aliens. I will document the name and contact information for each gift card recipient on the Gift Card Recipient Log. The log and this completed form will be attached to the Purchasing Card Statement of Account Report that reflects the gift card purchase.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Purchaser/Cardholder**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Administrator/Site Manager**

**Dean’s Office Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**