


I am going to purchase \_\_\_\_\_ gift cards at a cost of \$ \_\_\_\_\_ from \_\_\_\_\_.

**I understand the following:**

**Approval must be obtained before the gift cards are purchased, otherwise approval will be denied.**

**Gift cards are to be used for business purposes only and the receiver of the gift cards understands the proper usage of these cards.**

**Gift card purchases are not allowed on pcards.**

**I will attach this form to my reimbursement request.**

**Only gift cards for approved vendors can be purchased. Sites such as Amazon where unauthorized purchases can be made are not allowable.**

The following individuals will receive the cards (if the individuals are not known yet, please be specific on timing of the purchase and exact reason or purpose):

Requestor Signature and Date

\_\_\_\_\_

Administrator Signature and Date

Budget Code

\_\_\_\_\_ 