



# Gift Card Purchase Form

This form is to be used when gift cards are purchased and issued as awards and/or for random drawings.

Merchant Name: \_\_\_\_\_

Date of Purchase: \_\_\_\_\_ PURCHASE AMOUNT \$ \_\_\_\_\_

# of Cards/Type: \_\_\_\_\_ ACCOUNT # \_\_\_\_\_

Name of Event: \_\_\_\_\_

	Card Value	Date Distributed	Gift Card Issued to (Printed Name):	Signature of recipient	Phone Number
Gift card 1					
Gift card 2					
Gift card 3					
Gift card 4					
Gift card 5					

Continue on next page if additional cards were issued. Card values totaled must equal purchase amount.

NOTE: Gift Card issued as an award will result in compensation and this notice will be submitted to the Payroll Office.

I, \_\_\_\_\_, the undersigned do certify that the above gift card purchase  
(Type or Clearly Print Name)

was for official university business and issued to the recipients listed above.

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
DATE