



# 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 as:	Print name	Signature of recipient
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