

**PreApproval for the Purchase of Gift Cards/Gift Certificates
Per the Hospitality Policy and Procedures**

Please complete and forward this form to Procurement (zip 6008) for required PreApproval

Gift Card/Gift Certificate Purchaser: _____

Department: _____

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

Gift Card/Gift Certificate Purchaser's Signature: _____

Vendor Name: _____

Date to Purchase: _____

Note: Gift Cards/Certificates may not be purchased in November and December due to State Controller's Office reporting deadlines for employee W2's.

Purchase Amount: _____

Fund: _____

Payment Method

Reimbursement
Request

Expenditure Transfer

Petty Cash

ProCard

Detailed Description of Gift Cards to be purchased with Intended Purpose (must be for a single purpose on one form):

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 Hospitality Expense policy and procedures including limiting gift card amounts to a maximum of \$200 in a calendar year per employee.

For exceptions, please attach memo from your Vice President/Provost indicating approval.

Department Approving Official Name: _____

Signature: _____

Date: _____

Procurement & Contract Services Approval Name: _____

Signature: _____

Date: _____

Once preapproved by Procurement you may proceed to procure your gift cards. This form and the Disbursement Log must be attached with payment (Reimbursement Request, Expenditure Transfer, Petty Cash, or ProCard).