



Authorization Form for the Purchase of Gift Cards/Prizes

Required for each Gift Card/Prize Transaction	
Purchaser's Name:	
Purchaser's Dept:	
Purchaser's Email:	
Purchaser's Phone #:	
Index or Fund to Charge:	
Purchaser's Signature:	Date:

Purchase Information	
Vendor Name:	Email:
Number of Gift Cards/Prizes to be purchased:	Face Value:
Description of the item to be purchased:	Total Amt:
Intended Use of Gift Cards/Prizes:	Date Cards Distributed:
<div style="display: flex; justify-content: space-between;"> Drawing Other: _____ </div> <div style="display: flex; justify-content: space-between;"> Contest </div> <div style="display: flex; justify-content: space-between;"> Student Recognition </div>	

Method of Purchase/Acquisition	
P Card	Reimbursement
PO/Check Request	Donation

Describe how Gift Cards/Prizes are intergral to your program and its educational purpose.

Approver's Signature	Title	Printed Name	Date
Grants Approval: (if applicable)			

Procurement & Contracts Approval	Title	Date
Signature:		

Please submit completed form to Purchasing.