

Gift Card Form

Purchaser Name: _____

The Purchase and use of gift cards should be avoided when possible. If they are used, the following must be followed:

- Prior written approval from a Budget Manager.
- The amount per card is limited to \$50.00
- The user must provide a written log to indicate what the card was used for. This completed document must be submitted to Finance with receipt of purchase.
- Gift cards are not to be used for financial gain for staff/employees. Consideration should be made on type of gift card purchased. i.e. No NSLC gift cards

Date: _____

Reason for Gift Card Purchase: _____

Purchaser Signature: _____

Approval: _____

FORM MUST BE FILLED OUT FULLY. PAYMENTS CANNOT BE MADE WITHOUT THEM!

Business Name	Gift Card Amount	Receiver Name	Receiver Signature

***Attach Invoices/Receipts**