

Gift Card Form

Purchaser Name: _____

The Purchase and use of gift cards should be avoided when possible. If they are used, please ensure the following steps take place:

- Prior written approval from a Principal or Director.
- 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 with cheque request voucher.
- Gift cards are not to be used for financial gain for staff/employees. Consideration should be made on type of gift card purchased. ie. No NSLC gift cards

Date: _____

Reason for Gift Card Purchase: _____

Purchaser Signature: _____

Principal Approval: _____

FORM MUST BE COMPLETELY FILLED OUT. PAYMENTS WILL NOT BE MADE WITHOUT THE FORM!

Business Name	Gift Card Amount	Receiver Name	Receiver Signature

***Attach Invoices/Receipts**