

- This form is to be used to request pre-approval from Accounting and Purchasing to purchase gift cards using the purchasing card. You must complete this form and receive approval prior to purchasing gift cards.
- The cardholder will be responsible for maintaining record of how the cards are handled and distributed. Gift cards should not be purchased more than ten (10) days prior to their expected distribution date.
- Completed forms may be scanned and emailed or sent through campus mail to Kim Howard-Brasel in Purchasing for approval.

Cardholder Name: _____ Dept Number: _____

Gift Card Delivery Method: In-Person Email Mail Expected Delivery Date: _____

Business Purpose:

Details:

Gift Card Description:	Quantity	Value	Subtotal
<i>NDSU Bookstore, Amazon, Wal-mart, Visa, etc.</i>	XX	\$XX.XX	\$XX.XX
Total Gift Cards to be Purchased			

Terms:

- I agree to provide all appropriate documentation related to the purchase and distribution of gift cards to the Purchasing department.
- At a minimum this will include the receipt from the purchase, a list of individuals that received the gift cards, and this form showing prior approval from both Accounting and Purchasing.
- Documents should be provided to Purchasing no later than the 28th of each month after distribution (ex. Purchase gift cards on the Jan 26th, distributed by Feb 6th, supporting documents are due by Feb 28th).
- I understand that failure to do this may result in revoking future use of the purchasing card. Based on expected delivery date, all documentation will be provided by the following date: _____

Employee Responsible for Purchase: Printed Name

Employee Responsible for Purchase: Authorized Signature **Date**

Accounting Office Approval: Authorized Signature **Date**

Purchasing Office Approval: Authorized Signature **Date**

