Purchasing Department  
Gift Card Request Form

Before the purchase of Gift Cards, the cardholder must:
- Obtain authorization from supervisors.
- Complete one form, per each store Gift Card.

This form must be placed with the P-Card Envelope as backup to the P-Card transaction.

Date: ________________________________

P-Card Holder Name: ________________________________

Department: ________________________________________

Purpose and benefit of purchasing gift cards/certificates:

____________________________________________________________________________________

____________________________________________________________________________________

Dollar amount of each gift card to be purchased: $ ________________

Number of gift cards to be purchased: ________________________________

Total dollar amount of gift cards to be purchased: $ ________________________________

Vendor from which gift cards will be purchased: ________________________________

Projected date of purchase: ________________________________

Projected date gift cards will be distributed: ________________________________

Gift cards must be kept in a secure campus location (e.g., locked drawer or safe) until issued. If the distribution of prizes, awards, or gift cards, is after the closing date of the P-Card statement, please submit the Prizes, Awards, Gift Card Distribution Log by campus mail to P-Card Administrator/Purchasing, when distribution is completed.

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By signing below, you are indicating that you have read and agree to all of the above policies, and certify that the above gift card purchase was for official Midwestern State University business.

P-Card Holder:

Signature ________________________________ Date ________________

Supervisor:

Signature ________________________________ Title ________________________________ Date ________________

Vice President/Provost:

Signature ________________________________ Title ________________________________ Date ________________

Please call Deborah Bland, x4109, with any questions. 06/18/14