

Gift Cards – Fiscal Policy FI0313 – Request Form

UTIA Supplemental Policy – July, 2014

The purpose of Fiscal Policy 313 is to provide policies and procedures on the purchase, distribution, tracking and accounting for gift cards and gift certificates. In addition to the policies outlined in Fiscal Policy 313, the Knoxville campus provides further guidance to the requests for the purchase of gift cards. The following information must be submitted to the CBO for review prior to purchase.

Name of Requestor: _____ Phone Number: _____

Email Address: _____

Requesting Department: _____
Department Name

Department Address

Purpose: _____

Date of Event: _____

Number of Cards Requested: _____ Each Valued at: \$ _____ Total: \$ _____

Name of Vendor: _____

Account to be Charged (cannot be purchased with PCard): _____

If on a WBS Sponsored Project, attach copy of IRB approval.

I have read policy 313 and supplement and understand security measures to take, inventory and year end requirements. I also understand that gift cards issued to students must follow Fiscal Policy FI0535 – Student Payments and cards issued to employees must follow Fiscal Policy FI0717 and be reported to Payroll.

Department Head Signature

Date

Extension Dean's Office Reviewer

Date

CBO Signature

Date