

# 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: \_\_\_\_\_

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