



Gift Card Purchase Waiver Request

Gift Cards are considered the equivalent of cash. In requesting this controller approval to purchase gift cards I agree to or acknowledge the following:

- * I agree to comply with all University rules, procedures, and policies concerning gifts and awards.
- * I will safeguard the gift cards by securing them in a locked desk, locked cabinet, or locked safe until they are distributed.
- * I agree to reimburse the University for lost or stolen cards.
- * I acknowledge that the failure to inform Sponsored Programs and Foundation Relations and provide it to Accounts Payable or Accounting will be considered a personal purchase of the card.
- * I agree to provide a list of students and their student ID numbers attached to this form.
- * I will not purchase "extra" gift cards for future distribution. Gift cards not distributed cannot be kept for future use (longer than **fourteen days**) as they would be considered petty cash. If gift cards are NOT distributed within fourteen days, they will be considered a personal purchase.
- * I agree to reimburse the University for the personal purchase of gift cards.
- * I acknowledge that gift cards given to students could be considered Financial Aid. I agree to contact the Financial Aid Office to understand the rules regarding gifts and awards to students.

In the event of non-compliance with the above acknowledgements and agreements, your Dean or Director, the Internal Auditor, and Human Resources will be notified and asked to follow up and take the appropriate actions for compliance.

of Gift Cards Being Purchased: Individual Value of Each Card: Total Value of Gift Cards:

Purpose of Buying the Gift Cards:

Signature

Printed Name

Date

Controller Approval

Date