

**Worcester State University  
Gift Card Request Form**

**Complete the top half of this form and submit a copy  
To the Procurement Office to request Gift Cards.**

Purpose of Gift Cards \_\_\_\_\_ Date of Event \_\_\_\_\_

Type of Card \_\_\_\_\_

Denomination per Card \$ \_\_\_\_\_ Quantity of Cards \_\_\_\_\_ Total \$ \_\_\_\_\_

Budget Line \_\_\_\_\_

\_\_\_\_\_  
Budget Manager Signature Date

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**Complete the bottom half of this form and submit the original to the Procurement Office  
within one Business day of card distribution, but no more than 30 days after the event.**

I, \_\_\_\_\_ certify that I have received a \_\_\_\_\_  
Print Name Type of Card

gift card in the amount of \$ \_\_\_\_\_ for the purpose stated above.

\_\_\_\_\_  
Recipient Signature Date

(Attach a list with Name, Type of Card, Dollar Amount, Signature and Date if multiple recipients)