

DREXEL UNIVERSITY

AUTHORIZATION FOR THE PURCHASE OF GIFT CARDS/GIFT CERTIFICATES

This form must be completed PRIOR to the purchase of gift cards or gift certificates ("Cards") by Drexel University employees. Check requests and requests for reimbursement submitted without a copy of properly completed Authorization Form will be rejected. If using a PCard for the Card purchase, a copy of the completed Authorization Form must accompany the reconciliation of the PCard statement. Please insert all required information electronically, and print the completed document for the signatures required on lines 3 and 11. The completed Authorization Form(s) should be maintained by the Department with Gift Card/Certificate Disbursement Log as described in the Policy: Gifts, Gift Cards and Gift Certificates.

1. **Purchaser's Name:** _____
2. **Purchaser's Department:** _____
3. **Purchaser's Signature:** _____
4. **Vendor Name (Entity from which Cards are to be purchased):** _____
5. **Date:** _____ **Aggregate Amount:** _____
6. **Description of what is going to be Purchased (Number/Face Amount of Cards to be purchased):** _____
7. **Description of Intended Use of Cards (e.g., drawing, student recognition):**

8. **Method of Purchase/Acquisition (e.g., PCard, Check Request, Personal Purchase, Donation):** _____
9. **Month/Year Cards are to be distributed:** _____
10. **Fund/Org/Account:** _____
11. **Appropriate Authorized Signature (i.e., Dean, Department Chair or Business Administrator) and Date:** _____

Signature_____
Date