

Gift Card Approval Form

UW – Madison Purchasing Card Program

Explanation of Purchase

Purpose of gift card purchase:

Explain how the distribution of gift cards will benefit the University:

Transaction Information

Vendor:

Quantity of cards requested: Dollar amount of each card: \$

Note: Gift cards may not exceed \$50 or the amount identified in the related grant agreement(s).

Funding

Account:	Fund:	Department:	Program:	Project:
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Approvals

As the purchaser of these gift cards, I have read the UW–Madison Gift Card Policy (UW-3027) and certify these gift cards are being purchased in compliance with the policy. I will document the name and contact information for each gift card recipient on the *Gift Card Recipient Log*. The log and this completed form will be included as part of the supporting documentation for the gift card purchase.

Cardholder Agreement

Printed Name:			
Signature:			Date:

Department Administrator Approval

Printed Name:			
Signature:			Date:

RSP Approval (if required)

Note: Approval is required from a Research and Sponsored Programs (RSP) Award Accountant if intended purchase is to be made on sponsored funding (133/144).

Printed Name:			
Signature:			Date:

Divisional Business Office Approval

Printed Name:			
Signature:			Date: