

The George Washington University

Gift Card Purchase Request Form

This form should be completed by the individual from the school or division requesting to purchase Gift Cards. Your Finance Director is able to approve the purchase of Gift Cards for use outside of Research applications. If the Gift Cards will ultimately be charged to a research PTA, the completed Gift Card form should be emailed for approval to Donna Ginter in Procurement at dginter@gwu.edu. If the purchase is greater than \$3,000 for the entire funding period, please also include a Procurement Justification and Approval (J&A) form indicating how the Gift Card provider was selected. Approval is required prior to purchasing the Gift Cards. Once the required approval has been obtained, the Gift Cards may be purchased. The J&A and signed request form should be submitted with the requestor's Expense Report or Purchase Requisition.

Name of Requester: _____ School / Division: _____

Total value of Gift Cards to be purchased¹ (\$): _____ Amount / Gift Card (\$): _____

Number of Gift Cards to be purchased: _____ Name of Vendor: _____

What method of payment will be used to purchase the Gift Cards²?: _____

Reason for the purchase: **[Provide specific details about why a Gift Card is the best or only incentive for this survey, campaign, focus group, etc.]**

What other options are available? Have they been considered?

Who are the recipients of the Gift Cards? Will any GWU employees or students be receiving these Gift Cards?

[Note: The IRS requires 1099 reporting for any recipient receiving \$600 or more from all GW sources.] If yes for employees or students as recipients, the FD will provide the requestor with the additional reporting requirements for Payroll and/or Accounts Payable (AP). The FD has responsibility for verifying that the requestor provided the information to Payroll or AP on a timely basis.

Who will be the custodian of the Gift Cards once purchased? Where will they be stored and how will they be distributed?

[Note: It is the responsibility of the school/division to ensure the proper storage, handling & distribution of the Gift Cards. A log of all Gift Card recipients must be maintained and made available upon request.]

Name	Signature	Date (MM/DD/YY)
Gift Card Custodian: _____	_____	_____
Finance Director: _____	_____	_____

¹ Contact GW Procurement if more than \$3,000 of federal funds will be used to purchase the Gift Cards.

² If a PCard is used to purchase the Gift Cards, a copy of the approval should be attached to the receipt when allocating expenses in Concur.