

Gift Card Request Form

Cardholder Name: _____ Email Address: _____ @calpoly.edu

Effective Date: _____

Reason for Gift Card

Description/ Title of Event or Program: _____

Gift Card Vendor: _____ Number of cards to purchase: _____

Amount for each card : _____

Gift Card Recipient Information

	Name of Gift Card Recipient	Staff, Faculty, Student, Volunteer, Other	If "Other", describe
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____
10	_____	_____	_____

Fund Source

Fund	Dept Id	Account	Class	Program	Project

Revision Request Approval:

I hereby approve the revisions referenced above and certify that they are necessary to accomplish the mission and goals of the department. I understand the commitment of any Chartfield(s) referenced above to all expenditures made on the ProCard associated with the revision request. I certify that the above referenced New Approving Official understands and accepts the role and responsibility as described in the Procurement Card Policy Manual.

_____ I have attached the completed [Hospitality Justification Form](#) and verified that this purchase abides by the [Policy for Payment or Reimbursement of Hospitality Expenses](#).

Cardholder Signature: _____ Date: _____

Approving Official Signature: _____ Date: _____

Division Head Signature: _____ Date: _____

Please send completed form to ProCard Administrator
procard@calpoly.edu

*Not to be used for IRB Human Research Projects

Gift Card Request Form

Instructions:

When to use this form: Use this form to request temporarily unblocking the Merchant Gift code on a ProCard. ProCard is the only acceptable method for purchasing gift cards in accordance with the Gift Card, ProCard, and Hospitality Policies.

This form must be accompanied by the Hospitality Justification Form.

This form is not to be used for IRB Human Research Projects

Process	Once this form is approved and submitted to procard@calpoly.edu , the ProCard administrator will then contact USBank to unblock the merchant's code to allow for the purchase. Cards can only be held open for up to 10 days.
Cardholder Information	Complete this section with the cardholder's information. The effective date is the first day the cardholder would like to start purchasing gift cards.
Reason for Gift Card	Enter in the information for the reason for the gift card. The description or title of the event or program requiring gift cards. Enter the name of the Vendor from which the gift cards will be purchased, along with how many individual cards and the individual amount of the cards.
Gift Card Recipient	
Fund Source	Indicate the fund source that will be used to fund the gift card purchase when the ProCard is reconciled.
Approval	Gift cards are classified as a money transfer, therefore approval by the cardholder's approving official and division head is required. A division head is defined as the individual above the approving official, not the individual's title.