

LOYOLA UNIVERSITY OF CHICAGO
GIFT CARD - PURCHASE AUTHORIZATION FORM

Instructions: To request the purchase of gift cards, complete and e-mail this Authorization Form to PURCHASING@LUC.EDU.

Note: This form must also be submitted with the Purchase Requisition. (For requesters not yet submitting requisitions using the webreq tool, the pdf version of the Requisition Form can be found at: www.luc.edu/media/lucedu/finance/pdfs/pureq.pdf)

Purchaser agrees to follow [LUC's Gift Card Policy](#), completing the Disbursement Log and returning to SPA or General Accounting.

Note that any gift card purchases made using sponsored awards may be subject to further restrictions--contact Sponsored Program Accounting at GRNTCON@luc.edu if you have any questions.

1. Purchaser's Department: _____ Date: _____

2. Requester's Name: _____ 3. Requester's E-mail: _____

4. Accounting Unit & Account to be Charged: _____

5. Authorized Signer on AU: _____

6. Detailed Description of Reason for Distributing Gift Cards: _____

6a. Name of Study: _____

6b. Name of Researcher: _____

6c. Researcher's Email: _____

7. To whom will the Gift Cards be Distributed? (Ex: Survey Participants)

7a. Do you have the recipients' names and e-mails now?

(If Yes, please provide on a separate page.)

8. Study/Event Date(s): _____

8a. Distribution Date(s): _____

9. Vendor Name from which the Cards should be Purchased: _____

9a. Store/Brand on the Cards (Ex: Target or Starbucks etc.)

Number of Cards

Denomination

10. Total Number of Cards being requested: _____

10a. Total Dollar Amount of entire Purchase: _____

10b. Type of Cards being Requested: _____

Electronic Cards

Physical cards

ADDITIONAL NOTES ON GIFT CARDS: The purchase of VISA cards will incur additional fees, and those cards expire in 1 year. Purchases of physical cards can take 2+ weeks for delivery, so carefully consider how you would receive and safeguard.