

Gift Cards – Fiscal Policy FI0313 – Request Form

Knoxville Campus Supplemental Policy – September, 2014

The purpose of Fiscal Policy 313 is to provide policies and procedures on the purchase, distribution, tracking and accounting for gift cards and gift certificates. In addition to the policies outlined in Fiscal Policy 313, the Knoxville campus provides further guidance to the requests for the purchase of gift cards. **The following information must be submitted to the CBO for review prior to purchase.**

Name of Requestor: _____ Phone Number: _____

Email Address: _____

Requesting Department: _____

Department Name

Department Address

Purpose:

Date of Event: _____

Number of Cards Requested: _____ Each Valued at: \$ _____ (**\$75 max.**) Total: _____

Name of Vendor: _____

Account to be Charged (cannot be purchased with PCard): _____

If conducting research with human subjects, attach copy of IRB approval.

I have read policy 313 and supplement and understand security measures to take, inventory and year end requirements. I also understand that gift cards issued to students must follow Fiscal Policy FI0535 – Student Payments and cards issued to employees must follow Fiscal Policy FI0717 and be reported to Payroll.

Department Head Signature

Date

CBO Signature

Date

Office of Vice Chancellor for Finance & Administration - 4th Floor Andy Holt Tower – 974-4204

Completed forms may be scanned & emailed to: twiggs@utk.edu