

UNC Greensboro Authorization for the Purchase of Gift Cards

Gift Card Purchaser (Cardholder):

Department:

I verify that the Gift Card(s) purchased will be used solely for the intended purpose listed below.

Gift Card Purchaser's (Cardholder's) Signature: _____

Purchase Information

Vendor Name:

Date of Purchase:

Amount of Purchase:

Detailed Description of Gift Card(s):

Detailed Description of Intended Business Purpose:

Month/Year Disbursement(s) to be made:

Will the gift card(s) disbursement log be confidential? Yes No

If **yes**, a separate disbursement log must be kept in the possession of the Dean, Department Head, or PI and must be available for review as determined by internal and/or state auditors.

I hereby authorize the use of departmental funds to purchase Gift Cards for the intended purpose listed above and will abide by the Gift Card policy related to the possession of confidential disbursement logs, if applicable.

Dean, Dept Head or PI Signature: _____

Provost or Vice Chancellor signature required-for Gift Cards purchased with Grant funds and the amount exceeds \$50/individual, OR Gift Cards purchased with non-Grant funds and the amount exceeds \$100/individual.

Provost or Vice Chancellor: _____ Date: _____