Gift Card Purchase Form

This form is to be used when gift cards are purchased and issued as awards and/or for random drawings. Supporting documentation, such as flyers, announcements and receipts, should be submitted along with this form when reconciling for monthly OneCard (non-travel) purchases or when submitting for reimbursement.

Merchant Name: _____

Date of Purchase: _____ Total Value: _____

# of Cards/Type: _____ Department: _____

Name of Event for Giveaway: _____

Purpose/Justification of Gift Card: Provide a description of why gift cards were purchased.

	Card Value	Date Distributed	Gift card issued as	Recipient name	Recipient Signature
Gift card 1					
Gift card 2					
Gift card 3					
Gift card 4					
Gift card 5					

Continue on next page if additional cards were issued. Card values must total the equal purchase amount.

NOTE: For research/survey participants please go to https://disbursement.tamu.edu/purchase/tax-issues/research-survey/index.html

I, _____, the undersigned do certify that the above gift card purchase was for official university business and issued to the recipients listed above.

_____ _____
Cardholder signature Date

_____ _____
Department Head signature Date

_____ _____
Vice President Signature Date

A&M-SA

Continued

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	Card Value	Date Distributed	Gift Card Issued As	Recipient Name	Recipient Signature
Gift Card 6					
Gift Card 7					
Gift Card 8					
Gift Card 9					
Gift Card 10					
Gift Card 11					
Gift Card 12					
Gift Card 13					
Gift Card 14					
Gift Card 15					
Gift Card 16					
Gift Card 17					
Gift Card 18					
Gift Card 19					
Gift Card 20					
Gift Card 21					
Gift Card 22					
Gift Card 23					
Gift Card 24					
Gift Card 25					
Gift Card 26					
Gift Card 27					
Gift Card 28					
Gift Card 29					
Gift Card 30					