

**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](mailto: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](http://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](mailto: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
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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.