



LOYOLA UNIVERSITY OF CHICAGO

GIFT CARD/CERTIFICATE - PURCHASE AUTHORIZATION FORM

Preparing people to lead extraordinary lives

In order to purchase gift cards/certificates, the Purchase Authorization Form must be completed, **attached to an approved Purchase Requisition Form**, and sent to your designated purchasing agent at PURCHASING@LUC.EDU.

The Purchase Requisition Form can be found at the following link: <http://www.luc.edu/media/lucedu/finance/pdfs/pureq.pdf>

Purchaser agrees to follow the [Gift Card Policy](#) and will complete a [Gift Card Disbursement Log](#) during the disbursement of the gift cards/certificates. The completed log must be returned to either SPA or General Accounting.

1. Purchaser's Department: _____ Date: _____

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

4. Detailed description of Intended Use of Gift Cards/Certificates (e.g., Event Raffle, Paper Competition Award, Study Participant):

5. Who will receive the Gift Cards/Certificates: (Employees, Students, Non-employees, Research Participants)

6. Date of Event/Disbursement: _____

7. Vendor Name (Vendor(s) from which cards will be purchased): _____

8. Total Number of Cards: _____

9. Aggregate Amount of Card(s): _____

10. Accounting Unit to be charged: _____

Purchasing Use Only:

Staff Initials _____ Date Approved _____ Purchase Order # _____