



Cabrini University
Gift Card Request Form

This form is to be used when you want to purchase a Gift Card(s) using a University issued PCard, cash/check, personal credit card, Purchase Order or Campus Book Store – House Account in accordance with University's Gift Card(s) Policy and Procedure guidelines.

Complete each field listed below and submit to your Chair, Dean, Director or VP for review and approval. Send original signed form to the Procurement Manager – Liz Kanaras for final approval PRIOR to the Gift Card(s) purchase.

Name _____

Department _____ / Fund _____ Org _____ Acct _____

Denomination Type & Quantity: \$5 ___ \$10 ___ \$25 ___ \$50 ___ Other _____

Total Quantity Requested _____ Total Amount Requested _____

Business Purpose for Gift Card(s) Request _____

Recipient Type: ___ Student ___ Volunteer ___ Grantee ___ Alumni ___ Prizes/Events

Payment Method: ___ PCard (*last 4 digits of card* _____) ___ Personal Credit Card

___ Cash/Check ___ Campus Book Store - House Account ___ Purchase Order

Type of Gift Card(s) Requested: ___ Campus Book Store ___ Amazon ___ Entertainment ___ Store

Merchant ___ Bank Network ___ Virtual Other _____

Projected Date of Gift Card Distribution _____

Where will the Gift Card(s) be housed prior to distribution? _____

I certify that the request shown above will be expended for Cabrini University business purposes.

Requestor Signature

Date

Chair / Dean / Director / VP (Print Name)

Signature

Date

Procurement Manager Signature

Date