

GIFT CARD PURCHASE CERTIFICATION (All types of purchases)



The following conditions apply in order to purchase gift cards, either via Requisition, DPR, or with your Procurement Card:

- 1) Gift cards are generally for distribution to research participants; other uses are evaluated on a case by case basis.
- 2) Purchase of gift cards via a Procard must not be for items excluded in APPM Section 2.7.1. Other requests (i.e. movie theaters, parking vouchers, etc.), must be processed on purchase requisitions.
- 3) Recipients must sign for gift cards for audit purposes. Exceptions must be noted on a certification form and support documentation must be submitted with this form.
- 4) For Procard purchases, approval for gift card purchases must be received in advance from the Procurement Card Office; and the order may not exceed the existing transaction limit on the Procurement Card; exceptions are evaluated on a case by case basis.

Name of research project, study or event _____	
Is this a one-time event? YES <input type="checkbox"/> NO <input type="checkbox"/>	Index (WSU Account #) _____
Applicable dates for event and/or research study: FROM: _____ TO: _____	
Number of gift cards purchases being purchased _____ Total Amount \$ _____	
State the amount of each gift card (i.e., \$10, 15, 20, etc.) _____ Vendor Name _____	
Will there be an internal system in place to track the purchase and distribution of cards? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Please describe the tracking system: _____	

By signing this statement, I certify that the above request is for official Wayne State University use and I understand that I will be responsible for the appropriate distribution of these items; Failure to comply may result in termination of my Procurement Card privileges.

Cardholder or Department Signature _____ Date _____

Type or Print Name _____ *For Procard Purchases*, last 6 digits of card to be used _____

Business Affairs Officer's Signature _____ Date _____

Dean's Signature _____ Date _____

Procurement Card Office (if applicable) _____ Date _____ Approved Denied

This form must be submitted to and approved by the Procurement Card Office prior to any purchases *made with the Procurement Card*. Any purchases of gift cards made without advance approval will be treated as a violation to Procurement Card policy.