

# Gift Card Approval Form

April 25, 2006

All gift card purchases must be pre-approved by building administration/department head and verified by completing the gift card approval form. Gift card approval forms must then be submitted along with purchase card statement or pay voucher to Accounts Payable. The guidelines for gift card purchases are as follows:

- ◆ Amount must be limited to \$25.00 per recipient
- ◆ Schools must purchase gift cards with principal's/departments discretionary activity funds
- ◆ Must have principal or department administrator approval **prior** to the purchase of the gift card
- ◆ Additional recipient names may be listed on a separate sheet, please attach

## Recipient Information

Recipient Name \_\_\_\_\_

Recipient Name \_\_\_\_\_

Recipient Name \_\_\_\_\_

Recipient Name \_\_\_\_\_

Purpose of Gift Card \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Purchaser \_\_\_\_\_

## Authorized Signature

Principal / Department Administration  
Signature \_\_\_\_\_

Date \_\_\_\_\_

Account Number \_\_\_\_\_