

METHODIST UNIVERSITY
GIFT CARD/CERTIFICATE - AUTHORIZATION FORM

In order to purchase gift cards/certificates, the Authorization Form must be completed and attached to a Purchase Requisition in Jenzabar.

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 the Office of Student Accounts.

1. Purchaser's Department: _____

2. Purchaser's Name: _____

3. Detailed description of Intended Use of Gift Cards/Certificates (e.g., Event Raffle, Award, Volunteer):

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

5. Date of Event/Disbursement: _____

6. Total Number of Cards: _____

7. Aggregate Amount of Card(s): _____

9. Budget Code to be charged: _____

*Please note – there are no exceptions to the W-9 and signature requirements. If the gift card is to be used for an honorarium, or something similar, and you don't wish to have them sign the log or provide a W-9, you will need to buy them a gift instead of giving them a gift card.