

# METHODIST UNIVERSITY

## GIFT CARD/CERTIFICATE - AUTHORIZATION FORM

In order to purchase gift cards/certificates, the Authorization Form must first be completed and attached to a Purchase Requisition or [Purchase Request Form](#).

Purchaser agrees to follow the [Gift Card Policy](#) and will complete a Gift Card Log during the disbursement of the gift cards/certificates. The completed log must be returned the Office of Procurement. Gift cards may not be purchased using a P-Card. All gift card purchases must be made with a Methodist University Corporate Card to ensure compliance with this policy.

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. Department and/or Project 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.

\*\* Purchaser must notify winners that according to the rules the IRS, because cash and cash equivalents, such as gift cards/certificates, have a readily ascertainable value, they are considered taxable income regardless of the face amount of the gift card/certificates. For employees, the value of gifts and gift cards/certificates is considered compensation subject to federal, state and employment tax withholding, and reporting on Form W-2. or non-employees (including Students), the value of all gifts and gift cards/certificates in an aggregate amount of \$600.00 or more per calendar year must be reported to the IRS on Form 1099-MISC as other compensation.