



# GLENVILLE STATE COLLEGE

## Gift Card Request Form

Cardholder's Name: \_\_\_\_\_ Last 4 Digits of Pcard #: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Purpose: \_\_\_\_\_ Date Needed \_\_\_\_\_

How many cards are needed?

Card Type	Card Amount	Qty of Cards	Total \$ Amount
Totals			

### Fund/Accounting Information

_____	_____	_____	_____ <u>H</u> _____	\$ _____
Fund	SubFund	Org	Object Codes	Amount
_____	_____	_____	_____ <u>H</u> _____	\$ _____
Fund	SubFund	Org	Object Codes	Amount

I understand and will adhere to the "GSC Prize Policies and Procedures" and the "Procedures for the Inventory and Distribution of Prizes" found on the GSC website. **Email this form to the Pcard Coordinator.** Keep a duplicate copy for your files. You will be notified by email when the form has been approved. Do **not** purchase the cards until you have approval.

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date

*To be completed by WV State Auditor's Office Pcard Division*

Pcard Division: \_\_\_\_\_

Approval \_\_\_\_\_

Denied: \_\_\_\_\_

\_\_\_\_\_ may utilize the P-Card for the request to purchase gift cards as outlined on this document as long as your institution can provide documentation of its authority for this type of expenditure, if requested; and all applicable laws, rules and regulations, purchasing policies, and other governing instruments are adhered to.

Please also keep a record of the student's name and contact information who receives the card as well as the normally required p-card transaction documentation.