Student Organizations Gift Card Policy

Gift cards of $25 or less may be purchased with the student organizations credit card accompanied by the written approval of the fiscal technician. Written justification, the recipient’s contact information and social security number (for taxation purposes) are required. All gift purchases must be discussed with the fiscal technician in advance.

Gift cards may **not** be used to purchase anything that is considered an unallowable item.

**Unallowable Purchases**
- Alcohol
- Tobacco
- Firearms
- Flights & Hotels

For details or clarification regarding this policy, contact the Student Organizations Coordinator.

**Request to Purchase Gift Card**

Student Organization Name: __________________________________________________________

Requestor: ___________________________ Student ID #: __________________________

Phone #: ___________________________ Email Address: ________________________________

Vendor of Gift Card: ________________________________________________________________

Justification of Purchase:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
Wood Center Office Use Only

Approved [ ] Denied [ ] Signature: __________________________________ Date: __/__/__

Reason for Denial of Gift Card Purchase:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Name of Recipient: ___________________________________ SS#: __ __ __ - __ __ - __ __ __

Mailing Address: __________________________________________________________________