

GIFT CARD PURCHASE CERTIFICATION (All types of purchases)



The following conditions apply in order to purchase gift cards, either via Requisition, DPR, or with your Procurement Card:

- 1) Gift cards must be for distribution to research participants only;
- 2) Purchase of gift cards must be from vendors used for items on the "Authorized Purchases" list in the APPM Section 2.7.2; other requests will be denied (i.e. movie theaters, parking vouchers, etc.), and a purchase requisition must be generated for these purchases.
- 3) Participants must sign for gift cards for audit purposes. Exceptions must be noted on certification form and support documentation must be submitted with this form.
- 4) *For Procard purchases*, approval for gift card purchases must be received in advance from the Procurement Card Office;
- 5) *For Procard purchases*, the order may not exceed the existing transaction limit on the Procurement Card;

Name of research project, study or event _____	
Is this a one-time event? YES <input type="checkbox"/> NO <input type="checkbox"/>	Index (WSU Account #) _____
Applicable dates for event and/or research study:	FROM: _____ TO: _____
Number of gift cards purchases being used as incentives for research participants _____	Total Amount \$ _____
State the amount of each gift card (i.e., \$10, 15, 20, etc.) _____	Vendor Name _____
Will there be an internal system in place to track the purchase and distribution of cards? YES <input type="checkbox"/> NO <input type="checkbox"/>	

By signing this statement, I certify that the above request is for official Wayne State University use and I understand that I will be responsible for the appropriate distribution of these items"; Failure to comply may result in termination of my Procurement Card privileges.

Cardholder or Department Signature _____ Date _____

Print Name _____ *For Procard Purchases*, last 6 digits of card to be used _____

Business Manager Signature _____ Date _____

Dean's Signature _____ Date _____

Procurement Card Office (if applicable) _____ Date _____

This form must be submitted to and approved by the Procurement Card Office prior to any purchases *made with the Procurement Card*. Any purchases of gift cards made without advance approval will be treated as a violation to Procurement Card policy.

Approved Expiration _____ Denied