



Authorization Form for the Purchase of Gift Cards/Prizes

Required for each Gift Card/Prize Transaction	
Purchaser's Name:	
Purchaser's Dept:	
Purchaser's Email:	
Purchaser's Phone #:	
Index or Fund to Charge:	
Purchaser's Signature:	Date:

Purchase Information										
Vendor Name:	Email:									
Number of Gift Cards/Prizes to be purchased:	Face Value(s): <small>Note: face values exceeding \$100 require Dean signature approval</small>									
Description of the item to be purchased:	Total Amount:									
Intended Use of Gift Cards/Prizes: <table style="width: 100%; border: none;"> <tr> <td style="width: 30%; border: none;">Drawing</td> <td style="width: 30%; border: none;">Research *</td> <td style="width: 40%; border: none;"></td> </tr> <tr> <td style="border: none;">Contest</td> <td style="border: none;">Other: _____</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Student Recognition</td> <td style="border: none;"></td> <td style="border: none;"></td> </tr> </table>	Drawing	Research *		Contest	Other: _____		Student Recognition			Date Cards Distributed:
Drawing	Research *									
Contest	Other: _____									
Student Recognition										

Method of Purchase/Acquisition	
P Card	Reimbursement
PO/Check Request	Donation

Describe how Gift Cards/Prizes are integral to your program and its educational purpose.

Approver's Signature	Title	Printed Name	Date
----------------------	-------	--------------	------

--	--	--	--

Grants Approval: (if applicable)			
-------------------------------------	--	--	--

Dean Signature: (If required)			
----------------------------------	--	--	--

Procurement & Contracts Approval	Title	Date
----------------------------------	-------	------

Signature:		
------------	--	--

--	--	--

* Gift Cards/Prizes paid to research participants do not require the collection of a form W-9 and are reviewed by Accounts Payable at year-end for tax reporting. The annual total of payments/gifts to a recipient from all EWU sources may create the need for participants to submit additional documents, such as a W-9.



Please submit completed form to Purchasing.
Procurement & Contracts
 218 Tawanka Hall • Cheney, WA 99004-2456
 (509) 359-2253 • Purchasing@ewu.edu