



TEXAS A&M UNIVERSITY
SAN ANTONIO

Gift Card Purchase Form

Approval from your VP is required before purchasing

This form is to be used when gift cards are purchased and issued as awards and/or for random drawings. Supporting documentation, such as flyers, announcements and receipts, should be submitted along with this form when reconciling for monthly procurement card (p-card) purchases or when submitting for reimbursement.

Merchant Name: _____

Date of Purchase: _____ Purchase Amount: _____

of Cards/Type: _____ Account Number: _____

Name, Date, Time of Event: _____

	Card value	Date distributed	Gift card issued as	Recipient name	Recipient Signature
Gift card 1					
Gift card 2					
Gift card 3					
Gift card 4					
Gift card 5					

Continue on next page if additional cards were issued. Card values must total the equal purchase amount.

NOTE: Gift cards issued as awards may result in compensation and this notice will be submitted to Payroll.
Any questions should be submitted via email to procurement@tamusa.edu.

I, _____, the undersigned do certify that the above gift card purchase was for official university business and issued to the recipients listed above.

Cardholder signature

Date

Cabinet member signature

Date

Cabinet member name (print)



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	Card Value	Date Distributed	Gift Card Issued as	Recipient Name	Recipient Signature
Gift Card 6					
Gift Card 7					
Gift Card 8					
Gift Card 9					
Gift Card 10					
Gift Card 11					
Gift Card 12					
Gift Card 13					
Gift Card 14					
Gift Card 15					
Gift Card 16					
Gift Card 17					
Gift Card 18					
Gift Card 19					
Gift Card 20					
Gift Card 21					
Gift Card 22					
Gift Card 23					
Gift Card 24					
Gift Card 25					
Gift Card 26					
Gift Card 27					
Gift Card 28					
Gift Card 29					
Gift Card 30					
Gift Card 31					
Gift Card 32					
Gift Card 33					
Gift Card 34					
Gift Card 35					
Gift Card 36					
Gift Card 37					
Gift Card 38					
Gift Card 39					
Gift Card 40					
Gift Card 41					
Gift Card 42					
Gift Card 43					
Gift Card 44					
Gift Card 45					