



Saint Francis University

Gift Card Recipient Acknowledgement Form

Date:

Employee Name:

Department:

Explanation of Purchase

Purpose of Gift Card Purchase:

Transaction Information

Vendor (ex. Walmart, Outback, etc.):

Dollar Amount of Card: \$

Signature of Gift Card Recipient:

Print Name:

Approvals

As the purchaser of this gift card, I have read the Saint Francis University Purchasing Card and Gift Card policies and certify that this gift card is being purchased in compliance with these University policies. I understand that the gift card is to be awarded to students and/or non-employees only. The card(s) will not be awarded to Nonresident Aliens.

Purchaser/Cardholder signed:

Print Name:

Date: