

Gift Card Distribution & Tracking Form

Submit to Accounts Payable once all gift cards are distributed			
Name of Purchaser			
Department			
Local Phone Number			
INDICATE METHOD USED TO PURCHASE THE GIFT CARD(S). Select one of the options below			
<input type="checkbox"/> Via Expense Claim: Submit this form with your completed Business Expense Reimbursement Form			
<input type="checkbox"/> Via PCard: Submit this form with your PCard Monthly Statement			
GIFT CARD AMOUNT INFORMATION			
Gift Card Retailer (No Prepaid Credit Cards /Amazon Cards)			
Type of Gift Card	<input type="checkbox"/> Chip Card <input type="checkbox"/> e-Gift Card <input type="checkbox"/> Paper Voucher		
Reason for Providing Gift Card			
Total Dollar Amount of Gift Card(s) Purchased			
GIFT CARD INFORMATION			
Name	Date (Distributed to Recipient)	Recipient Signature/Initial	Amount
Total dollar amount of gift cards distributed			
Dollar amount of gift cards remaining			
AUTHORIZATION			
Distributor Name		Witness Name	
Signature		Signature	
Date		Date	
By signing this section, I certify that I distributed the gift cards as outlined above.		By signing this section, I certify that I witnessed the disbursement of the above gift cards.	

Note: In accordance with KPU Policy and Procedure FM5, gift cards must not be distributed to a single individual in aggregate of over \$500 in a calendar year, as this may result in taxable benefits under CRA guidelines. Departments are responsible for tracking cumulative distributions to ensure compliance.