



Gift Card Distribution & Tracking Form

Return to Accounts Payable once all gift cards are distributed			
Gift Card Retailer (No Prepaid Credit Cards/Amazon Cards)			
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			
Total Dollar Amount of Gift(s) Card Purchased			
GIFT CARD RECIPIENT INFORMATION			
Name/Identified	Date (Date Received)	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: Please refer to Policy and Procedure FM5 for further details on the distribution of gift cards.
Any aggregate amount of gift cards exceeding \$500 provided to a single individual—whether a student, external party, or employee—within a calendar year must be reported to the Canada Revenue Agency (CRA) in accordance with applicable tax regulations. Such transactions must be disclosed to Financial Services for internal tracking and compliance purposes.