



## 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: <div style="display: flex; justify-content: space-between; font-size: small;"> <div style="width: 45%;">           Drawing Contest Student Recognition         </div> <div style="width: 45%;">           Research * Other: _____         </div> </div>	Date Cards Distributed:

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