

Gift Cards Template for Purchasing Card Exception Request

Last 4 digits of P-Card #

Cardholder Name:

Merchant Name:

Total Transaction Amount:

Quantity of cards needed:

Value of each card:

Purpose of Gift Cards:

Include program, and budget and project numbers for source of funding:

Is the purchase of gift cards for this purpose an expense specifically allowable by funding?

How will you record distribution of the cards? Name of recipient, WSU ID, value of card and date received must be recorded and retained with Purchasing Card documentation.

Cardholder Signature

Approving Official Signature