

Institute for Student Success Business Office

Gift Card Award Acknowledgment Form

ISSUED BY:

Event Date:

JUSTIFICATION/ BUSINESS PURPOSE:

Gift Card Vendor:

If you do not have name and peoplesoft number of recipients, please describe how will you track and distribute the giftcards:

GIFT CARD RECIPIENT DETAILS

Card Value

STUDENT NAME & PeopleSoft #

Recipient Acknowledgment

I understand that purchasing gift cards beyond the event detailed above violates the University of Connecticut policy. I agree to submit a detailed listing of recipients within two weeks of the gift card purchase.

SIGNATURE

DATE

Upon completion, please send to Darren.Thorne@UConn.edu