

PRIOR APPROVAL FORM – GIFT CARDS PURCHASE USING TRAVEL CARD
(To be completed by the travel cardholder to purchase gift cards to compensate research participants)

PRINT:

Cardholder's Name: _____

Reason for purchase of gift cards:

Is this a confidential/non-confidential study? YES NO

If confidential, was IRS tax waiver obtained from Controller's Office? YES NO

Additional Attachments to Expense Report:

1. Copy of completed prior approval form from Disbursements Office
2. Tax information waiver from the Controller's Office if confidential study
3. Excel spread sheet with/without participants' tax information

Cardholder's Signature:

Today's date:

DISBURSEMENTS OFFICE USE ONLY:

Disbursements Office Approval:

SEND APPROVED FORM TO CARDHOLDER AND CORPORATE CARD OFFICE.