

LOS RIOS COMMUNITY COLLEGE DISTRICT

AUTHORIZATION FOR THE PURCHASE OF GIFT CARDS/GIFT CERTIFICATES

This form must be completed PRIOR to the purchase of gift cards or gift certificates (“Cards”) by Los Rios Community College District employees. Requests for purchase submitted without a copy of properly completed Authorization Form will be rejected. Please complete all required information below and submit for the required signatures. *(Not required for purchases of gift cards/certificates purchased for distribution to students that are reported as a source of financial aid to the College financial aid department.)*

1. Purchaser’s Name: _____

2. Purchaser’s Department: _____

3. Purchaser’s Signature: _____

4. Vendor Name (entity from which cards are to be purchased): _____

5. Date:_____ Aggregate Amount: _____

6. Description of what is going to be purchased (number & face amount of cards to be purchased):

7. Description of Intended Use of Cards (e.g., drawing, wellness program):

8. Method of Purchase/Acquisition (e.g., purchase order, donation):

9. Month/Year Cards are to be Distributed: _____

10. Fund/Budget to be Charged: _____

Any backup withholding due for cards issued to nonresident noncitizens will also be charged to this account.

Authorized Signer’s Name

Title

Signature

Date