

**COMMUNITY COLLEGE OF PHILADELPHIA
AUTHORIZATION FOR THE PURCHASE OF GIFT CARDS/CERTIFICATES**

This form must be completed and approved by the appropriate Dean, Senior Administrator, Associate Vice President, or Vice President, as applicable, PRIOR to purchasing gift cards/certificates. Each department must maintain this form along with the Gift Card/Certificate Disbursement Log, Acceptance Agreements, and proof of purchase, which will be subject to audit. Complete copies of all documentation should be submitted to the Controller's Office, Attn: Lisa Houser.

Date: _____

Purchaser Name: _____

Purchaser Department: _____

Gift Card Type: _____

Number of Gift Cards to be Purchased: _____

Value of Each Gift Card*: _____

**Note: If in excess of \$100 this form must be approved by the Vice President of Business and Finance*

Total Value of Gift Cards:** _____

***Note: If in excess of \$2,000 this form must be approved by the Vice President of Business and Finance*

Method of Purchase (P-Card, Reimbursement, Donation, etc.): _____

Intended Use of Cards: _____

When Will Cards Be Distributed: _____

The Cards Will Be Distributed to (check all that are applicable):

College Employees

College Students

Third Parties

Funding Source:

_____ Fund

_____ Org

_____ Account

_____ Program

Purchaser Signature

Date

Dean/Associate Vice President/Sr. Admin./Vice President Name

Dean/Associate Vice President/Sr. Admin./Vice President Signature

Date

Vice President of Business and Finance Signature (if applicable)

Date

