

UNIVERSITY OF TOLEDO

Authorization/Request for the Purchase of Gift Cards/Gift Certificates

Purpose of this form: To provide information that enables UT to be in compliance with IRS, 1099, and W-2 addition regulations. Noncash, de minimis awards are not reported as taxable unless readily convertible into cash. For University purposes, de minimis is defined as having a value less than or equal to \$100. Only nonnegotiable gift certificates and gift cards (i.e., stored- value bank, department store, and other retail cards) qualify as non-cash awards.2 Such gift certificates and cards must confer only the right to receive tangible personal property, not cash or cash for the difference between the purchase price and the value of the gift certificate or card.

Gift Card/Gift Certificate Purchaser Name and last 4 digits of P-Card:

Department Name: Index Account

I verify that the Gift Cards/Gift Certificates purchased will be used solely for the intended purpose listed below.

Gift Card/Gift Certificate Purchaser's Signature: \_\_\_\_\_

Purchase Information

Vendor Name: Date of Purchase:

Number of Gift Cards/Certificates Amount of Purchase:

Detailed Description of Items to be Purchased:

Detailed Description of Intended Purpose for Items Purchased (must be for a single purpose):

Month/Year Disbursement(s) to be made:

Will the gift card/certificate(s) disbursement log be confidential?

If yes, a separate disbursement log must be kept in the possession of the department doing the study and must be available for review as determined by internal and/or state auditors.

I hereby authorize the use of departmental funds to purchase Gift Cards/Gift Certificates for the intended purpose listed above, and will abide by the Gift Card policies related to the possession of confidential disbursement logs, if applicable. I certify that none of the recipients are related to me and all recipients were given the gift based on the reason listed in the "purpose" field of the form.

Dean, Department Budget Authority, or PI name:

Dean, Department Budget Authority, or PI Signature: \_\_\_\_\_

Date

Grants Accounting Signature (if applicable) \_\_\_\_\_

Date