MISSISSIPPI STATE UNIVERSITY

Authorization for the Purchase of Gift Cards/Certificates

This form must be completed and approved PRIOR to the purchase of gift cards/certificates. A copy of the completed and approved Authorization Form must accompany the reconciliation of the Procurement Card statement. Please fill out completely and obtain all approvals. The completed Authorization Form(s) should be maintained by the Department with the Gift Cards/Certificate Disbursement Log and Gift Card/Certificate Acceptance Agreement as described in the Procurement Card User's Guide.

Purchaser's Name:____

Purchaser's Department:____

Purchaser's Signature:____

Vendor Name:____

Date:______________________________ Aggregate Amount:_________________________________

Will MSU employees be eligible to receive a gift card? Yes: ___ No: ___

Description of what is going to be Purchased (Number/Face amount of cards to be purchased):

____

Description of Intended Use of Cards (attach additional pages if needed):

____

____

Month and Year Cards are to be Distributed:____

Fund/Org to be Charged:____

____ _________________________

Printed Name of Department Head Date

____ _________________________

Department Head Signature Date

Approval

____ _________________________

Procurement Card & Payables Manager - Printed **Date**

____ _________________________

Procurement Card & Payables Manager - Signature **Date**