



# GIFT CARD FORM

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Use of gift cards should be infrequent.

**Prohibited Use:**

- Gift cards to employees
- Gift cards in lieu of payment

Gift cards to student's that relate to educational pursuits or educational related expenses, including student only surveys, must be processed through Financial Aid Office.

Dept submits Hospitality form

Dept retains this form in their department records for audit

Dept submits EREQ and approved Hospitality Form to: [ereq@sonoma.edu](mailto:ereq@sonoma.edu)

Procurement will contact department for physical copy or e-card delivery

Dept obtains 204 Vendor Data Record Form from gift card recipient

Dept obtains recipient acknowledgment on this form

Dept obtains both 204 and gift card form prior to release

Dept submits this form and 204 form to Procurement

Business Unit: Recipient:                      Date of Event:                      Gift Card Vendor/Merchant:                      Gift Card Amount:

Business Justification:

I acknowledge receipt of the above gift card. The value of gifts, prizes and awards provided will be reported on Form 1099 if tangible payments received are \$600 or more during the calendar year.

Recipient's Printed Name:

Contact Info (email or phone):

Recipient's Signature:

Date: