



REQUEST FOR GIFT CARD

When completed please email this form to Central Finance Office accounts@flinders.edu.au or forward to [Accounts Department Financial Services](#) to be processed

REQUEST FOR PURCHASING GIFT CARDS/VOUCHERS/CERTIFICATES OR GIFT IN ANY FORM

We are seeking approval for the purchase of gift cards/vouchers/certificates/gift as per details below -Name of

Requestor :

Contact Number :

AU/Discipline/Unit :

Email Address :

Total \$ Amount Required :

Account :

Entity

Cost Centre

Project

Natural Account - Drop down list

Reason for Request :

Number of :

Cards

Vouchers

Certificates

I wish to purchase using a University Purchasing Card.

(You **MUST NOT** purchase any of the above items using a University Purchasing card until this form has been received back from us with approval from the Director of Financial Services.)

The gift/voucher/certificates/cards are being used for employee/s

Is this specified in your specific grant conditions and does this have ethics approval?

The vouchers will be purchased by

and will be recorded.

They will be the responsibility of

and issued to each participant as

required, when the signature/s will be obtained from the recipient/s.

Please tick the boxes below to confirm you are aware of the conditions to which you are agreeing

We confirm the cards will be stored in a secure place as defined in the Universities Petty Cash Procedures.

We confirm the approval, receipts, signatures of recipients and any other associated paperwork will be kept for the required time as stipulated by the Australian Tax Office.

We confirm the gift cards/vouchers/certificates will be used before their expiry date.

We confirm the cards will not be purchased on a University purchasing card before correct authorisation.

We have read, understood and will take the required action for the above.

Applicant Name:

Signature

Date

Supervisor Name:

Signature

Date

***You will receive this form back confirming if your application is successful or unsuccessful ***

Finance Office Use Only :

Central Financial Office Approval: Name

Signature

Date