

**LOS RIOS COMMUNITY COLLEGE DISTRICT**

**AUTHORIZATION FOR THE PURCHASE OF GIFT CARDS/GIFT CERTIFICATES**

This form must be completed PRIOR to the purchase of gift cards or gift certificates (“Cards”) by Los Rios Community College District employees. Requests for purchase submitted without a copy of properly completed Authorization Form will be rejected. Please complete all required information below and submit for the required signatures. *(Not required for purchases of gift cards/certificates purchased for distribution to students that are reported as a source of financial aid to the College financial aid department.)*

1. Purchaser’s Name: \_\_\_\_\_

2. Purchaser’s Department: \_\_\_\_\_

3. Purchaser’s Signature: \_\_\_\_\_

4. Vendor Name (entity from which cards are to be purchased): \_\_\_\_\_

5. Date:\_\_\_\_\_ Aggregate Amount: \_\_\_\_\_

6. Description of what is going to be purchased (number & face amount of cards to be purchased):  
\_\_\_\_\_

7. Description of Intended Use of Cards (e.g., drawing, wellness program):  
\_\_\_\_\_

8. Method of Purchase/Acquisition (e.g., purchase order, donation):  
\_\_\_\_\_

9. Month/Year Cards are to be Distributed:\_\_\_\_\_

10. Fund/Budget to be Charged:\_\_\_\_\_

*Any backup withholding due for cards issued to nonresident aliens will also be charged to this account.*

\_\_\_\_\_  
Authorized Signer’s Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date