

## Gift Card Form

### Recipient Information

Name \_\_\_\_\_ ID \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Recipient Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Confirmation of Gift Card Receipt)

### Gift Card Information

Purchased from \_\_\_\_\_

Date of Purchase \_\_\_\_\_ Amount \_\_\_\_\_

### Department Information

Describe the purpose of the gift card.

IRB Name \_\_\_\_\_

IRB Number \_\_\_\_\_

Prize \_\_\_\_\_

Recognition \_\_\_\_\_

Describe the University's business need for the gift card.

▶ Send the completed form to [payroll@uta.edu](mailto:payroll@uta.edu). Attach applicable documents to the ProCard documentation.

▶ If the gift card is \$25 or more and given to a student, this form must be emailed to [schol@uta.edu](mailto:schol@uta.edu).