

**SOUTHERN ADVENTIST UNIVERSITY**  
**Gift Card Request Form**

**Date:** \_\_\_\_\_

**Requester Information:**

- Full Name: \_\_\_\_\_ ID Number: \_\_\_\_\_
- Department: \_\_\_\_\_ Position/Title: \_\_\_\_\_
- Purpose of Gift Card: \_\_\_\_\_  
\_\_\_\_\_

**Recipient Information (recipients of gift cards may be taxed):**

- \_\_\_\_\_
  - A detailed recipient log will be provided when you receive your gift cards from Accounting.

**Gift Card** (*1-week notice needed*)

Vendor: \_\_\_\_\_

*Vendor Options:*      **Zift** – Multiple vendors available upon online redemption  
(Available in \$20, \$25, \$35, \$50 increments)

**Village Market, Amazon, Walmart, Subway, Taco Bell**  
(Available in \$10, \$15, \$25, \$50 increments)

- Quantity: \_\_\_\_\_ Amount: \_\_\_\_\_

**Preferred Pick-up Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**VP's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Submission Instructions:**

- Please submit this completed form to Human Resources for approval.
- Once approved, Accounting will contact you for pickup.
- Please refer to the "SAU Gift Card Policy" for guidelines and procedures

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**OFFICE USE ONLY**

**HR Approval:**

**Accounting Use Only:**

- Approved By: \_\_\_\_\_ Picked up by: \_\_\_\_\_
- Approval Date: \_\_\_\_\_