

## 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

#### \*\*\*\*\* OFFICE USE ONLY

#### HR Approval:

- Approved By: \_\_\_\_\_
- Approval Date: \_\_\_\_\_

#### Accounting Use Only:

Picked up by: \_\_\_\_\_