Gift Card Purchase Request

The IRS considers gift cards, gift certificates, and stored value cards to be cash equivalents. When given to individuals, cash equivalents create the same tax implications as a distribution of cash. There are complex rules governing the handling and reporting of cash equivalent transactions. RCW 42.52.160 prohibits the use of public resources for private gain except under specific exceptions. This form is intended to establish whether your request fits those exceptions.

|  |  |
| --- | --- |
| Requestor:  |   |
| Department:  |   |
| Date of Event:  |   |
| Event Name: |  |
| Quantity of cards:  |   |
| Cost per gift card:  | Total amount:  |
| Vendor:  |   |

**Purpose:**



**Intended Outcome:**



**What is required of students to attain award:**



**Budget: (if split between budgets, put percentage or amount for each also)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Amount or %**  | **Fund** | **Department**  | **Class**  | **Project**  | **Activity**  |
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