*Questions to be answered & submitted with the Purchase Request for E-gift/gift card purchases*

1. What is the business purpose to support the Gift Card purchase? If additional information is available, please include it as an attachment.
2. Who are the anticipated recipients? If a list is available, please include it as an attachment.
3. Will any of the gift card recipients be ASU employees? (yes or no)

Any gift cards over $25 may need to be reported to Payroll.

1. Will any of the gift card recipients be ASU students? (yes or no)

Any gift cards provided to students may need to be reported to Financial Aid.

1. Are these gift cards expected to be distributed within the next three months? (yes or no)
2. Will the gift cards be electronic and distributed via email or physical plastic cards? (electronic or physical)
3. Who will have access to the secured gift cards? Please list the names of those individuals, including yourself. If additional information is available, please include it as an attachment.
4. Please explain how the gift cards will be secured. If additional information is available, please include it as an attachment.

**Please read and acknowledge your responsibility for the following:**

1. Creating a log to account for the distribution status of gift/ E-gift cards including:
   1. Recipient(s) Name
   2. Email address of recipient(s) for E-gift cards or signature of recipient(s) to acknowledge their receipt of physical gift cards
   3. Date distributed to the recipient(s)
   4. Dollar amount of gift card
   5. Physical gift card numbers or E-gift card codes
   6. Distribution status
2. If a recipient will receive more than $100 in a calendar year, indication of whether or not the recipient qualifies as a resident for U.S. tax purposes
3. Once gift cards are distributed, a final recipient list will be sent to ASU Tax Services at [taxaccounting@asu.edu.](mailto:taxaccounting@asu.edu)

Please type your first and last name below as acknowledgement and acceptance of the above responsibilities.

Name

Links for further information:

Ensuring gift cards will not be utilized for any prohibited transactions detailed in FIN 401-03 (https:// [www.asu.edu / aad/manuals](http://www.asu.edu/aad/manuals) / fin/ fin401-03.html).

Securing gift cards in accordance with FIN 305 ([https://www.asu.edu](http://www.asu.edu/) /aad/manua 1s/fin/fin305.html). Additional information can be found at https://cfo.asu.edu/ financial-controls.