Ira A. Fulton Schools of Engineering
Arizona State University

School of Manufacturing Systems and Networks

E-Gift/Gift Card Purchases

Required Questions:

What is the business purpose to support the Gift Card Purchase? If additional information is available, please include it as an attachment.

Cost Center: _____ **Account:** _____

Employee Worktag: _____ **Worktag:** _____

Who are the anticipated recipients? If a list is available, please include it as an attachment.

Will any of the gift card recipients be ASU Employees? If so, any gift cards over $25.00 may need to be reported to Payroll.

☐ Yes ☐ No

Will any of the gift card recipients be ASU students? If so, any gift cards provided may need to be reported to Financial Aid.

☐ Yes ☐ No

Are these gift cards expected to be distributed within the next three months?

☐ Yes ☐ No

Will the gift cards be electronic and distributed via email or physical plastic cards?

☐ Electronic ☐ Physical

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.

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:
    a. Recipient(s) Name
    b. Email address of recipient(s) for E-Gift cards or signature of recipient(s) to acknowledge their receipt of physical gift cards
    c. Date distributed to the recipient(s)
    d. Dollar amount of gift card
    e. Physical gift card numbers or E-Gift card codes
    f. 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

Links for Further Information:

- Ensuring gift cards will not be utilized for any prohibited transactions detailed in FIN 401-03
- Securing gift cards in accordance with FIN 305

Signatures:

_____
Submitter/Created By

_____
Department Head / PI / Account Manager / Authorized Signer

_____
Research Advancement / Business Services

_____
School Director