



Student Organization GIFT CARD REQUEST FORM

Contact Information

Student Organization: _____

Date Submitted: _____

Student Name: _____

Email: _____

Gift Cards Requested

WSU can only purchase gift cards from Amazon or the Bookstore. Please check for availability of the type of card you want before you submit this form. Gift Cards cannot exceed \$50 in value.

Name of Event: _____

Date of Event: _____

Student Organization Budget Line: _____

Amount: _____

Quantity: _____

Type of Gift Card:

- Amazon
- Follett Bookstore
- Visa/Mastercard (please add service fee to total)
- Egift Card (please state type) _____
- Other (please be specific) _____

OSLID APPROVAL

Director, Student Involvement & Leadership Development

Date

Account/Budget Number

Gift Card Recipient Acknowledgment (to be completed and turned into OSILD within 1 day of card distribution, but no more than 30 days after the event)

I, _____ certify that I have received a _____ gift card in the
PRINT NAME TYPE OF CARD
Amount of \$ _____ for the purpose stated above.

RECIPIENT SIGNATURE

DATE