



GIFT CARD APPROVAL FORM

- This form is used to document a gift card program and purchase plan in accordance with [BPM-220](#) and [BPM-216](#).
- For Show-Me-Shop's (SMS) National Gift Card (NGC) program: Attach this form by using the [Line Comments-Add Attachment](#) feature. For a listing of SMS NGC suppliers, click [HERE](#).
- If requesting pre-approval or exception from SMS, forward this form to muacctgpaymethodapp@missouri.edu.

1. Gift Card Program Information:

- What is the name of the program?
- If applicable, what is the IRB#?
- What is the purpose of the program?
- How does the program benefit the University?
- Why are Gift Cards needed as part of the Program?
- What is the start date of the program?
- Is this Gift Card distribution a one time event?
- If no, what is the distribution frequency?

2. Gift Card Recipient Information: (*Per occurrence*)

- As part of the program, who will receive Gift Cards?
- How many individuals will be eligible for Gift Cards?
- How many individuals will receive Gift Cards?
- How will those who receive Gift Cards be selected?
- What is the Gift Card dollar value given to each individual?

3. Type of Gift Card Information:

- Which type of Gift Card Supplier do you prefer?
 - What are the company names of Gift Card Suppliers?
 - If "Other" why weren't NGC or Mizzou Store used?

4. Gift Card Program Key People Information:

- Name of Gift Card Program Administrator?
- Name of Gift Card Program Custodian?
 - How will Gift Cards be safeguarded until distributed?
- Name of Gift Card Program Record Keeper?

5. Gift Card Program MoCode Information:

- What is the MoCode Gift Cards will be charged to?

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6. Gift Card Program Log Information:

- Who will send log via campus mail to APSS quarterly?

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7. Gift Card Program Authorizations/Signatures:

- Program Administrator (**REQUIRED**)
- Chancellor/Delegate (**IF EMPLOYEE AWARD**)

FOR OFFICE USE ONLY:

Campus Accounting Authorization/Signature:

Supply Chain CRM Authorization/Signature:

Additional Authorization/Signature:
