

LHS GIFT CARD INSTRUCTIONS

LHS Gift Cards may be used by some departments as incentives or rewards for participation in a variety of programs. These cards are to be treated as university funds, and therefore must follow the appropriate guidelines for distribution.

Once gift cards have been ordered, please fill out the form with as much of the following information as possible and provide a copy to the Business Office Room 206:

- Name of department ordering cards, including dept contact name and phone, and date cards were ordered
- Name of vendor from which cards are being ordered
- # of cards, \$ amount on each card, and total
- Name of program for which cards are to be used, including a short description of the program and how the cards will be used (e.g. incentives, rewards, etc.)
- If cards are being purchased with money from a grant, please include fund # and date when fund ends
- BearBuy Requisition # for linking to back-up
- # of recipients, including names and addresses (if cards are to be mailed), and date when cards are to be distributed
 - Please include information on which cards (bar codes) are mailed to which participant
 - If cards are handed out, please have participants initial next to bar code #
 - If only a portion of cards are to be distributed at a time, please note the final distribution date on the front of the form. Then, provide a list with names, addresses (if cards are to be mailed) or initials (if cards are handed out), and date of distribution for each portion of cards, along with which portion is being sent (e.g. "2 of 5")
- Initial & date of dept pick-up from Bus Off
- Order information, such as bluCardAuthorization forms, receipts, emails, etc. should also be included with this back-up

For gift card order tracking information, please see the Purchasing Department.