

Gift Card Request Form

Please print form out on your department letterhead

Circle type of card request: Davis Dollars

Admitted Student Cards

Department Name: _____ Phone Number _____

(If buying for personal use, see below)

***Please note: For Davis Dollars a \$1.00 charge per card issued will be billed to the Davis Center marketing budget.**

Department Chart String:

| Oper Unit | Dept | Fund | Source | Function | PC Bus Unit | Project | Activity | Program | Purpose | Property |
|-----------|------|------|--------|----------|-------------|---------|----------|---------|---------|----------|
| | | | | | | | | | | |

Total cards requested _____

| Number on Card (List Card Range Used) | Value to be added |
|--|-------------------|
| | |
| | |

I am authorized to incur charges against this chart string. I understand that this chart string number will be responsible for all charges made to this card even if the card is lost, misplaced or misused, until a request to terminate the card is made to a staff member at the CATcard Service Center.

I understand that it is our department's responsibility to follow UVM Policies regarding gifts, prizes or awards.

*For information regarding the student policy: <http://www.uvm.edu/policies/acct/scholarships.pdf>

*For information regarding the faculty and staff policy: <http://www.uvm.edu/policies/acct/prizes.pdf>

Name of Requestor: (Please Print) _____

Cards Received by: (Print) _____ (Sign) _____ Date: _____

Customer Request Name: _____ Davis Dollar Amt. _____

Paid: Cash _____ CC _____ Check _____ Date _____

For CATcard Office Use

Completed by: _____

Date: _____

Date Charged to Journal: _____