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# Gift Card Authorization Request (GC) [1]

Used to request the establishment or modification of a gift card program, and to accept custody of that program.

Download: Gift Card Authorization Request (GC) Form [2]

**Effective Date:** 06/07/2021 (Form revised 05/01/2024 to show OUC branding.)

## Frequently Asked Questions

Q: **Who needs to sign this form?**
A: The gift card Custodian signature is required. Someone in a position of authority for your department needs to provide the Organizational Unit Authorizing Signature; this is typically the head of the department.

The designated contact/approver in the campus controller's (finance) office must sign. In addition, for the restricted fund SpeedTypes listed, sponsored project or other approval is required.

Q: **Are there related resources on how/when to use this form?**
A: Yes! See the Finance Procedural Statements Gift Cards [3] and Recognition & Training [4] for additional details. As appropriate, also refer to the PSC Procedural Statement Study Subject Payments [5].

**Source URL:**https://www.cu.edu/controller/forms/gift-card-authorization-request-gc

**Links**
[1] https://www.cu.edu/controller/forms/gift-card-authorization-request-gc
[2] https://www.cu.edu/system/files/pages/343938-gift-card-authorization-request-gc/docs/form-gc-060721-rev-ouc-brand-050124-logo.xlsx?download=true [3] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-gift-cards
[4] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-recognition-and [5] https://www.cu.edu/psc/policies/psc-procedural-statement-study-subject-payments