

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.)

The OUC has reengineered the finance forms pages to improve user experience by enhancing page design and content. [Learn more here](#) ^[3].

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 might be the head of your department or other person.

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](#) ^[4] and [Recognition & Training](#) ^[5] for additional details. As appropriate, also refer to the PSC Procedural Statement [Study Subject Payments](#) ^[6].

Have a question or feedback?

Questions & Feedback ^[7]

Feedback or Question *

Your Name

Your Email Address

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Submit

Controller

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/doc/form-gc-060721-rev-ouc-brand-050124xlsx?download=true> [3] <https://www.cu.edu/controller/news/office-university-controller-news/april-5-2024-edition/coming-soon-new-ouc-forms> [4] <https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-gift-cards> [5] <https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-recognition-and> [6] <https://www.cu.edu/psc/policies/psc-procedural-statement-study-subject-payments> [7] <https://www.cu.edu/controller/forms/questions-feedback-0>