

# Gift Card Handout Documentation

Registered Student Organizations may purchase gift cards to use as event prizes.

Only Upstate Students are able to receive gift cards – no employee, guest, or other non-Upstate student may receive a gift card

Gift card form must be turned in with the reimbursement purchase request. It will include the event, date, purpose of gift card (what the prize is for), and names and student ID numbers of individuals receiving the gift card. Reimbursements will not be processed without proper information and all participants must be confirmed as students. It will also be verified students have been checked-in to the event where the gift card is received.

Gift cards must be associated with an event

Gift cards are not gifts to be given to all participants attending an event

Gift cards are not meal replacements at events

Gift card 'cash cards' are not allowed such as a VISA gift card

Event Title Click or tap here to enter text.

Event Date Click or tap here to enter text.

Organization Click or tap here to enter text.

Purpose of gift card Click or tap here to enter text.

Gift Card Location & Amount (list all cards) Click or tap here to enter text.

First & Last Legal Name and Upstate ID number of Student receiving the gift card  
Click or tap here to enter text.