

**Minnesota State University, Mankato  
Request for Gift Certificate/ Prize Reconciliation**

A "Request to Incur Special Expenses" must be completed and approved prior to the purchase of any gift card/certificates or items to be used as prizes. Please attach the approved special expense form to this Reconciliation. <http://www.mnsu.edu/busoff/purchasingcard/forms/cs1407incurspecialexp082709.pdf>

Payment Method: (ck all that apply) PO# or CAO35# \_\_\_\_\_ Purchasing Card  Exp Exp Report \_\_\_\_\_

Funding source: Cost Center account # (s) 331223 or 331285 Total Amount \_\_\_\_\_

Requestor Signature William Tourville Date \_\_\_\_\_

Department Chair/Unit Director Approval Signature \_\_\_\_\_ Date \_\_\_\_\_

Because of the audit control risk associated with the purchasing of gift certificates/gift cards/or prizes this activity should be limited to token amounts, used only for prizes (not to replace compensation for services), and strictly monitored. If the decision is made that purchasing gift certificates/prizes is vital to the programming needs of a university activity, please provide the following documentation below for audit control. Also, please refer to Student Allocation Committee SAC Policy Statement #7 for gift certificate guidelines. [www.mnsu.edu/busoff/purch/forms/pdf/saf\\_policy\\_stmt\\_01\\_18\\_00.pdf](http://www.mnsu.edu/busoff/purch/forms/pdf/saf_policy_stmt_01_18_00.pdf)

Purchase is as follows:

What was the purpose of the gift certificate (s) and how does this relate to the activities for this cost center. (Date, Place, Brief description of the event and how it relates to your cost center activities, such as a prize for ...)

Date: \_\_\_\_\_ Event: \_\_\_\_\_ Location: \_\_\_\_\_ Time: \_\_\_\_\_

Who received the gift certificate or prize award and value amount (s)

"I hereby certify that I have received the indicated cash disbursement/gift certificate or Prize

<u>Student Name</u>	<u>MSU Tech ID#</u> <i>or Star ID</i>	<u>Amount</u>	<u>Date issued</u>	<u>Student Address or phone #</u> <i>Phone Number Only</i>	<u>Student Signature</u>
Example Johnny Doe	11172662 or ch5599pe		05/07/2023	551-689-4231	<i>William Tourville</i>