



**UMass**

**Dartmouth**

**UMass Dartmouth  
Gift Card Request Form  
Form May be Used for Procard Purchase of Gift Cards**

**Complete this form and submit a copy  
to the Finance Office to request Gift Cards Prior to Purchase**

Purpose of Gift Cards \_\_\_\_\_

Date of Event \_\_\_\_\_

Type of Card(s) to be Purchased \_\_\_\_\_

Denomination per Card \$ \_\_\_\_\_ Quantity of Cards \_\_\_\_\_ Total \$ \_\_\_\_\_

Speedtype \_\_\_\_\_

\_\_\_\_\_  
Cardholder Name Printed

\_\_\_\_\_  
Cardholder Signature / Date

\_\_\_\_\_  
Supervisor/Department Head Name Printed

\_\_\_\_\_  
Supervisor/Department Signature / Date

\_\_\_\_\_  
Finance or Procurement Approval

\_\_\_\_\_  
Date

.....  
Notes: Form must be submitted to Finance at least 7 business days in advance of the event