



**Custodian Information:**

*NOTE - Custodian must be a full-time employee of the University*

**Name:**

**Email:**

**Phone:**

**Department:**

**Purpose:**

**Will these gift cards be provided to research subjects?**

*If yes, IRB Authorization is required. Please attach a copy of your IRB Authorization noting the use of gift cards.  
If no, Dean/AVP Authorization is required*

**Are these gift cards funded by an external grant?**

*If yes, authorization from the Grants/Contracts Accounting group for allowability of cost is required. See sign off below.*

**IRB Authorization Number:**

**Banner FOAPAL:**

**Date Required:**

**Distribution Date:**

**Distribution Explanation:**

*If the distribution date exceeds 30 days of the required date, please explain the extended holding period.*

**Card denominations and quantity**

<u>Card Type</u>	<u>Card Amount</u>	<u>Quantity</u>	<u>Total \$ Amount</u>
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

**Available Card Types**

- Rowan Bucks (preferred method for distributions to University Students, when feasible).
- TD Bank physical gift cards
- Amazon electronic gift cards
- Other (please specify with a justification - will require authorization from Finance)

**Authorizations:**

	Signature	Date
Custodian	<input type="text"/>	<input type="text"/>
Grants & Contracts Accounting (if external grant funded)	<input type="text"/>	<input type="text"/>
Dean or AVP (if not an IRB sanctioned study)	<input type="text"/>	<input type="text"/>

**By signing this application, you acknowledge that you have read and will adhere to the University's Gift Card Policy.**

- \* The Custodian agrees that they are in charge of the stewardship and safeguarding of the cards until distributed.
- \* The Custodian agrees to collect and provide to Accounts Payable the required tax information from the gift card recipients

**Scan and email the signed application and IRB document (if applicable) to AccountingServices@Rowan.edu.**  
*Retain a copy for your files. You will be notified by email when you can pick up the gift cards in Bole Hall, or if there are questions regarding your application. For questions about gift cards, please contact AccountingServices@Rowan.edu.*

**DO NOT FILL OUT -- To be completed by Finance for final authorization.**

	Signature	Date
<b>Finance Approval:</b> University Controller	<input type="text"/>	<input type="text"/>