



# Texas Tech University System

## Payroll & Tax Services

### Gift Card Questionnaire Form

To receive approval to purchase gift cards (cash equivalents) using the P-Card, please complete the following questionnaire and return to Payroll & Tax Services for approval. [Tax.forms@ttu.edu](mailto:Tax.forms@ttu.edu)

- Date of Event:
- Location of Event:
- Purpose of Event:
- Will gift cards be purchased before or after the event is being held:    BEFORE        AFTER
- Gift Card Vendor:
- Method: P-Card
- # of gift cards:
- Amount per card:
- Total expenditure:
- Are the recipients currently known:    YES        NO
- Are any recipients not US citizens or permanent residents:    YES        NO
- How will Recipients be tracked: **Recipient Information Forms**
- Date gift cards will be awarded:
- Purpose of awarding gift cards:
- Who is eligible (i.e. students, staff, faculty, community members, etc.):
- How are gift card recipients selected:
- Departmental FOP utilized for gift card purchase:
- Departmental FOP for possible "Nonresident Alien Tax" withholding (Cannot be a Federal Fund):
- Individual Completing Questionnaire:
- Contact Information: