

CSUCI GIFT CARD PURCHASE PRE-AUTHORIZATION / FUNDING RQUEST FORM

Pre-authorization is required for the purchase of all gift cards. Gift cards are exclusively issued via the Tango Card Website (<https://www.tangocard.com>). The purchase of physical gift cards is not authorized. Upon completion of this form, an Instant Card (virtual credit card) will be created along with the creation of Tango Card profile to load funding and virtually issue gift cards. Requesters are reminded to review the Gift Card Guidelines prior to submitting this request.

**Gift cards/certificates awarded to students will be reported to Financial Aid and may be included on the 1098-T. This notification must be done prior to purchasing the cards.** Ensure each student has reviewed and signed the Gift Card Acknowledgement Form prior to issue.

**1. Please provide a brief description of why gift cards are required, include the total number of gift cards to be issued and the planned amount to award:**

Click here to enter text.

1. **If Human Subjects Research, IRB approval is required. Protocol Number:** Click here to enter text. **Title of Project:** Click here to enter text. **Please contact** irb@csuci.edu **to obtain this information.**
2. **If Grant related, Sponsored Programs Post Award approval is required. Please contact** Michelle.Hense@csuci.edu(Grants Email) **Fund #** Click here to enter text. **Project #** Click here to enter text.

**2. First and Last Name:** Click here to enter text.

**3. Department:** Click here to enter text.

**4. Email:** Click here to enter text.

**5.** **Mobile Phone #:** Click here to enter text.

**6.** **Employee ID:** Click here to enter text.

**7. Total Requested Dollar Amount:** Click here to enter text.

**8. Card Activity Date Range**: **From:** Click here to enter text. **To:** Click here to enter text.

**9. Chartfield:** Click here to enter text.

**Requestor’s Signature: X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:**Click here to enter text.

**Approving Official Signature: X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:**Click here to enter text.

**Procurement Coordinator Signature: X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:**Click here to enter text.

**Instant Card Approval Number:** Click here to enter text.

**Director of Procurement Signature: X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:**Click here to enter text.