

Boise State Bookstore Gift Requisition Approval Form

Instructions

This form is to be submitted for pre-approval to the [Purchasing Compliance Specialist](#), via email or campus mail - MS 1210, before purchasing gifts or gift certificates at the Boise State Bookstore.

Section One: Completed by Department/Unit

Section Two: Completed by Purchasing Compliance Specialist (mailstop 1210) The Compliance Specialist will return the approved form to requester for submission to Boise State Bookstore at time of purchase.

Section Three: Completed by Bookstore and forwarded to Accounts Payable with itemized receipt of purchase

SECTION ONE: TO BE COMPLETED BY DEPARTMENT/UNIT

Requestor* Name and Title (PRINT): _____ Ext: _____

(*Person completing form)

Department/College _____ Mailstop: _____

Please Check One Box: Gift Certificate Promotional Items Tangible Gift

COST and/or VALUE of GIFT \$ _____ (Gift cost may not exceed values designated in Gift/Award Matrix)

Reason for/Description of Cash Award or Gift: _____

Dept ID: _____ Proj/Grant _____ Acct code: _____

Authorized Signature: _____ Date: _____

Printed Name: _____ Title _____

Section Two: TO BE COMPLETED BY PURCHASING COMPLIANCE SPECIALIST

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved <ul style="list-style-type: none"> <input type="radio"/> Unclear business purpose <input type="radio"/> Falls outside policy <input type="radio"/> No authorized signature <input type="radio"/> Other _____
Date: _____	Purchasing Compliance Specialist signature: _____

Section Three: TO BE COMPLETED BY BOOKSTORE

Bookstore Signature: _____ Date: _____

Bookstore staff: This form must be sent to Accounts Payable, mailstop 1248, with itemized receipts after gift purchase.

Accounts Payable Department Use Only

Internal Payment No. _____ Date: _____