

SANTA ROSA JUNIOR COLLEGE
AUTHORIZATION FOR THE PURCHASE OF GIFT CARDS AND/OR GIFT INCENTIVES

This form must be completed PRIOR to the purchase of gift cards or other incentives for students by Sonoma County Junior College District employees. Requisitions, CalCard Expense Reports and/or Employee Reimbursements submitted without a copy of a properly completed Authorization Form will be denied and the personal responsibility of the purchaser. Please complete all required information below and submit for review/approval.

Purchaser's Name: _____

Purchaser's Department: _____

Vendor Name (entity from which cards/items are to be purchased): _____

Date: _____ Aggregate Amount: _____

Description of what is going to be purchased (# and face amount of gift cards/items): _____

Description of intended use of cards/items (basic needs, etc.): _____

Method of Purchase/Acquisition (purchase order, CalCard, donation, etc.): _____

Month and Year that cards/Items are to be distributed: _____

Budget Code to be charged (including any withholding tax): _____

Please copy and paste the contract wording that allows for this purchase:

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The purpose of the gift cards/items being provided to students (please select one):

- A. RELATED TO FINANCIAL AID: Without any non-academic requirements, to defray their cost of attendance (such as gas cards, grocery cards or bookstore cards)
 - a. These are considered financial aid and must be reported to the Student Financial Services department
- B. RELATED TO FINANCIAL AID: Without any non-academic requirements, items purchased and given to students (parking passes, gifts won in a [raffle](#) (laptops, books, gift cards), anything given to students (books, backpacks full of supplies for students to use, other supplies packaged and given to students, ear pods, laptops, keyboard and mouse, stoles for students to wear/keep for graduation, movie tickets, etc.)
 - a. These are considered financial aid and must be reported to the Student Financial Services department
- C. NOT RELATED TO FINANCIAL AID: For completing surveys, attending events, participating in focus groups, etc.
 - a. These are considered taxable other income by the IRS and recipients may receive a 1099-MISC form if the annual value received meets or exceeds \$600.

Submitted by: _____ Date: _____

Approval Signature: _____ Date: _____

Vice President Signature: _____ Date: _____

Vice President, Finance & Administrative Services (or designee*): _____

*Designee is currently Pamela Crooks, Accountant