



Gift Card Application

Gift Cards must be requested one week in advance of the desired distribution date

Please note that, at this time, only electronic Amazon gift cards are available.

GIFT CARD CUSTODIAN INFORMATION

Gift Card Custodian	
SCSU Phone Number	203-392-
SCSU Email Address	@southernct.edu

PURPOSE AND TIMING

Purpose of Gift Cards (Title of Study and IRB No. if applicable)	
Quantity of Gift Cards	
Denomination of Gift Cards	
Timing of Distribution	

FUNDING

Index	
Account	

ACKNOWLEDGEMENT

By signing the below, we confirm that we have read and will comply with the Gift Card Procurement and Distribution Procedure. We acknowledge that all distributed gift cards must be logged, and any unused gift cards must be returned.

APPROVALS

SCSU Employee Requesting Gift Cards (Signature and Date)	
Vice President or Dean (Signature and Date)	

For questions, please contact **P-Card Administration**

✉ PCard@SouthernCT.edu

[P-Card Program | Southern Connecticut State University](#)