

Instructions:

1. Complete the memorandum below and print out on University letterhead. These instructions will not print.
2. In addition to the memo, attach a copy of the original Gift Card Authorization form and a copy of the gift card log.
3. The original gift card log should be sent to the appropriate office depending on funding source.
4. If the charges for the cards being surrendered are being moved to another fund, please indicate that in the memo.

Today's Date: _____

Vendor: _____

Project or Event Name: _____

Date of Purchase: _____

Quantity of Cards Returning: _____ Amount of Each Card: \$_____.

Purchase Method: _____ Original FOAPAL: _____

New FOAPAL (if transferring to a different fund): _____

Reason for Surrendering Cards:

Verification of Card Balances:

Many vendors will charge inactivity fees if a card is not used within a certain amount of time. Please verify the balance of each card being relinquished by following the instructions on the back of the card.

The card balances are the same as the original purchase amount.

The card balances have declined. The new amount of each card is \$_____.

Principal Investigator/Chair Signature: _____ Date: _____

Cards delivered by: _____ Date: _____

Cards received by Materials Management: _____ Date: _____