Directions for the Gift Preauthorization request Form

Pre-authorization is required for all gift cards and many other gifts.

Refer to the [Hospitality Policy](#) on the Payment and the gift matrix below to determine if pre-authorization is required.

Recipient	Type of Gift	State Funds (BKCMP)	* Auxiliary Funds	Trust Funds
Employees	Gift Cards/Certificates	**Not allowed**	**Not allowed**	**Not allowed**
	Tangible Gifts @	**Not allowed**	No preauthorization required; use a ProCard or a Direct Pay	No preauthorization required; use a ProCard or a Direct Pay
Students and Visitors	Gift Cards/Certificates # $	Preauthorization required; should be charged on a ProCard	Preauthorization required; should be charged on a ProCard	Preauthorization required; should be charged on a ProCard
	Tangible Gifts @	No preauthorization required; use a ProCard or a Direct Pay	No preauthorization required; use a ProCard or a Direct Pay	No preauthorization required; use a ProCard or a Direct Pay

INSTRUCTIONS FOR THE FORM:

Enter the email address of at least 2 people (in this order):

1. Contact – The person filling in the form (will be contacted with questions)
2. Appropriate Approver– (i.e., Dean, Department Chair, Administrator or Principal Investigator). **If charging a grant, the Principal Investigator's approval is required here.**

There may be additional signatures required. If so, add them in this order:

3. If Approver 1 doesn't have signature authority for the chartfield being used, add an approver with signature authority as Approver

4. If the gifts are for Human Subjects Research, IRB approval is required:

   a. Fill in the Protocol Number and Title of Project and
   b. Add gparnell@csub.edu as an approver.

5. Grants Post-Award approvals are required if the funding source is a grant (all BKSPA funds and all "SC" funds in BKCMP except SC9##).
   a. Route to your grants analyst first (or to spapostaward@csub.edu if you don't know who your analyst is and
   b. If the amount requested is $3,000 or more, also add mthornsberry@csub.edu for the SPPA Director's approval.

The form will automatically route to Procurement for review, and a completed copy will be sent to all signers.

Recipients

Initiator/Contact *

Enter Recipient's Email

Approver 1 *

Enter Recipient's Email

Approver 2

Enter Recipient's Email

IRB Approval

Enter Recipient's Email

Grants Analyst

Enter Recipient's Email

SPPA Director

Enter Recipient's Email