

## SAIL Gift Card Request Form



### Gift Card Disclosure Information

Due to the many restrictions governing gift cards, **all gift cards for students must be purchased by SAIL**. Additionally, understand that all gifts will be considered Taxable Income and therefore, require the recipient to sign the Award Disclosure form shown below. The amount received will also be reported to the Financial Aid office and will be included in the calculation of my financial aid package (if applicable) for this academic year.

**IMPORTANT NOTE FOR CLUBS:** Gift cards through SAIL can only be issued to students and in a denomination of \$50 or less per student. There needs to be an explanation for awarding the gift card (contest winner, exceptional service, etc.) Gift cards can NOT be purchased to give as internal club gifts or as prizes to exclusively club internal competitions/giveaways/etc. – PLEASE: attach list of participating students and advertisement for contest. Thank you.

### Requestor's Information

Gift Card Requestor's Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Department: \_\_\_\_\_ Phone # \_\_\_\_\_

Merchant to purchase gift card from: \_\_\_\_\_ Amount of Gift Card: \$ \_\_\_\_\_

**Date needed:** \_\_\_\_\_  
(please allow at least 7 days)

Index to be charged: \_\_\_\_\_

Reason for gift card:

Index Manager's Signature: \_\_\_\_\_

### Recipient Award Disclosure

This portion is to be completed by the recipient, before the gift card is received. Return completed form to Begona Ruiz (SAIL) at [bruiz@mines.edu](mailto:bruiz@mines.edu)

I, \_\_\_\_\_, understand the value of this item for \_\_\_\_\_  
(please clearly print your name) (Merchant name)

in the amount of \$ \_\_\_\_\_, will be added to my wages (if applicable) and will be taxable income. If I am a Mines student, the amount received as cash or cash equivalent will be reported to the Financial Aid office and will be included in the calculation of my financial aid package (if applicable) for this academic year.

Please check the appropriate box below:

- Faculty/Staff
- Student
- No CSM affiliation

CWID # \_\_\_\_\_ (CWID is required for students, staff and faculty)

Recipient's signature \_\_\_\_\_ Date \_\_\_\_\_