



Gift Card Transfer Form

This form may be used to transfer the possession of gift cards between research projects or departments. The completed form should be retained for reconciliation of each fund/org. A Journal Voucher must be submitted, and noted below, to complete the monetary transfer between the two departments.

Current PI/Custodian Name:

Signature:

IRB Protocol # or Department Name:

Fund/Org: *(to reimburse)*

New PI/Custodian Name:

Signature:

IRB Protocol # or Department Name:

Fund/Org: *(to charge)*

Vendor	Card Value	Card Serial #

Date of Transfer:	Total Transfer Value:	Total Number of Cards:
Journal Voucher #		

Current Fund/Org Approver Name

Signature

Date

New Fund/Org Approver Name

Signature

Date