



GIFT CARDS

Gift cards can ONLY be purchased from the following:

- **Aramark (M&G)**
Your student organization must obtain invoice/reservation confirmation page from vendor
- **ASU Bookstore (online e-gift code)**
The USGT Business Office will purchase directly from vendor
- **Dominos (online e-gift code)**
The USGT Business Office will purchase directly from vendor

A Participation Incentive Award Transaction Log must be signed and completed by each recipient of a gift card.

- Your student organization will need to work with each recipient to have them provide their answers to the questions on the form and to provide their signatures acknowledging that they received the gift cards.
- DocuSign is a common PDF software that students use to get signatures. You can search How to sign a PDF to find more information on other software available.

ASU Purchasing Policy: Any monetary gift, gift card or other award given to a student/staff will be reported to the Student Financial Assistance office and the Financial Services Tax offices as appropriate. These awards may be considered income and may have an impact on personal income taxes, and for those students who receive financial aid, their award packages.

Payment will be processed once the USGT Business Office receives all documentation

Requesting M&G gift cards from Aramark

- Contact Aramark and place your order
 - o Website: <https://sundevildining.asu.edu/catering>
 - o Email: ASUCatering@gmail.com
 - o Tel: 480.965.6508
- Let them know that ASU USG will be paying for it
- Aramark will give you an invoice or reservation confirmation page
- Submit purchase request in SunDevilSync
 - o Upload the invoice/reservation confirmation page
 - o Describe this purchase as “participation incentives” or “tokens of appreciation”
 - o Do not use words such as “gift” or “giveaway” or “prize”
 - o Upload a Business Meals Form (see the guidelines for food)
- The USGT Business Office will contact you about the participation incentive award transaction log
- Once the log is received, the USGT Business Office will contact Aramark about payment
- Aramark will notify you about pick up
- Once gift cards are picked up, Aramark will issue a receipt and invoice for this purchase
- The purchase request will be approved

Requesting e-gift codes from ASU Bookstore

- Submit purchase request in SunDevilSync
 - Add # of cards and each card's amount to 'Description' box
 - Describe this purchase as "participation incentives" or "tokens of appreciation"
 - Do not use words such as "gift" or "giveaway" or "prize"
- The USGT Business Office will contact you about the participation incentive award transaction log
- Once the log is received, the USGT Business Office will purchase the e-gift codes and send them to you via email
 - It will be your responsibility to give them out to each recipient
- The purchase request will be approved

Requesting e-gift codes from Dominos

- Submit purchase request in SunDevilSync
 - Add # of cards and each card's amount to 'Description' box
 - Describe this purchase as "participation incentives" or "tokens of appreciation"
 - Do not use words such as "gift" or "giveaway" or "prize"
 - Upload a Business Meals Form (see the guidelines for food)
- The USGT Business Office will contact you about the participation incentive award transaction log
- Once the log is received, the USGT Business Office will purchase the e-gift codes and send them to you via email
 - It will be your responsibility to give them out to each recipient
- The purchase request will be approved