



BABSON

Accounts Payable
Non-Employee Gift Card Report

GIFT CARD NAME:	GIFT CARD AMOUNT:	RECIPIENT NAME:	RECIPIENT FUNCTION:	DATE:

Purpose of Gift Card(s):

Procurement Card Holder:

Budget Number:

Procurement Card Administrator Signature:

Date Submitted:

This form must be submitted along with any Cardholder Allocations Report that contains transactions for Gift Cards purchased with the Babson College Procurement Cards.