

Subrecipient Gift Card/Voucher Prior Approval Request Form

Subrecipient Name:	Date of Request:
Subaward # (DPH internal #)	
Subaward Period of Performance (grant year):	
Funding Source:	
Vendor name on gift card/voucher:	
Number of gift card/vouchers requested:	Value of each gift card/voucher:
Total purchase price:	
Reason for purchase:	
Number of previously issued gift cards/vouchers on hand:	
Months covered in this request (3-month maximum):	

Gift card/voucher info:

Who will be the clients/target recipients of the cards/vouchers?

Method of distribution:

Description of gift card/voucher tracking:

Additional information relevant to this request:

Please attach relevant documentation to this request such as Federal award information, Notice of Award, emails pertaining to incentive approvals from the Federal award contact, etc.

Authorized Subrecipient Requestor (Print Name) _____

Authorized Subrecipient Requestor Signature _____ Date _____

Authorized Subrecipient Supervisor (Print Name) _____

Authorized Subrecipient Supervisor Signature _____ Date _____

INTERNAL DPH USE ONLY:

Program Area Approver (Print Name) _____

Program Area Approver Signature _____ Date _____

Grant Compliance Approver (Print Name) _____

Grant Compliance Signature _____ Date _____