Gift Card Request Form Instructions

The main purpose of this form is to submit a request for gift card purchases. In order to use this form, your profile must be complete. Take a moment to go to your profile at the top of the page and confirm your home and work address, phone and cell phone (under add mobile device) are listed. See also important Step by Step written instructions.

Log into GW iBuy+ - Login using your netid and password.

Select the Requests menu tab, then click New Request.

Similar to the old paper form found here, all you need to do is complete the fields found in the online form. Under Request, click “New Request” and then select “Gift Card Request” from the Type of Request Dropdown box. Complete the fields of the Request Header.
Click the Expenses Tab and select the type of payment from the provided account codes:
Answer the questions tied to the purchase of the Gift Cards that will appear once the account type is selected and then click "Save".
Should you have a purchase that requires a Justification and Approval form or Supplier Selection Memo for any reason, please attach the form and documentation at the top left of the form:

If you need to break out the expenses tied to the purchase to separate out any fees (credit card fee and processing fee, etc.) that cannot be billed to the PTA, please add that information within the comments section.
As this is not tied to an actual expense yet, there is no need to allocate the funding.

Once this section is complete, click on the Approval Flow tab.”

Note that the system has automatically generated a Request number for these cards. You will be able to search for this request using this ID or by the Request name on the Header Tab.

Under the Approval Flow tab, “just let it flow” - If it normally goes to your Financial Director, it will. No additional individuals should be inserted. Remember this is being purchased on a pcard and/or requisition and they have their own reviews separate from or after purchase (via an expense report).
Once approved, you can reference the Request number in your expense report, and attach a copy of the request to your transaction along with the receipt.

To get a pdf of the Request Form, simply click on Print/Email and select “Gift Card Request Printed Report”

Your report will look like the screenshot below with all the details. Save it as a pdf for upload into Concur.

Final document/request looks like this: