**MinerBucks Purchase Plan / Approval**

*This form must be completed, with a signed copy returned to the Rolla Fiscal Services Department, G-3 Parker Hall, or emailed to* *bartonj@mst.edu* *for all MinerBucks purchases as gift cards. See* [*University Policy 22308 – Gift Cards*](https://www.umsystem.edu/ums/policies/finance/gift_cards) *for details on obtaining and managing gift cards. See* [*University Policy 22307 – Awards, Gift and Prizes*](https://www.umsystem.edu/ums/policies/finance/awards) *for policy guidance on these type of activities.*

1. **Program Name**:
2. **Department**:
3. **Department Contact: ­­­­­­­­­­­**  **Phone:**
4. **Description of program/business purpose**:

1. **Duration\frequency of program:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Anticipated date of when program will be complete/all MinerBucks will be distributed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Recipients** *(check all that apply)***:** [ ]  **Employees** [ ]  **Students** [ ]  **Research Subjects**
	1. **How is/are recipient(s) determined:**

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* 1. **How is/are amount(s) determined:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **Purchase details:**
2. **Dollar amount of each MinerBuck:**
3. **Number of MinerBucks to purchase:**
4. **Total dollar amount:**
5. **Purchase charged to: Name of chartfield string**

**MoCode** \_\_\_\_\_\_\_ **Fund** \_\_\_\_\_\_\_ **DeptID** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Program** \_\_\_\_\_\_\_ **Project** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(Note: Purchases funded by grants/contracts require approval of the Office of Sponsored Programs)*

1. **Approvals:**

**Department Head:**

**Division** *(if required)***:**

**Accounting:**