

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](#) for details on obtaining and managing gift cards. See [University Policy 22307 – Awards, Gift and Prizes](#) for policy guidance on these type of activities.

- 1) Program Name: _____
- 2) Department: _____
- 3) Department Contact: _____ Phone: _____
- 4) Description of program/business purpose: _____

- 5) Duration\frequency of program: _____
- 6) Anticipated date of when program will be complete/all MinerBucks will be distributed: _____
- 7) Recipients (check all that apply): ☐ Employees ☐ Students ☐ Research Subjects
 - a. How is/are recipient(s) determined: _____

 - b. How is/are amount(s) determined: _____

- 8) Purchase details:
 - a. Dollar amount of each MinerBuck: _____
 - b. Number of MinerBucks to purchase: _____
 - c. Total dollar amount: _____
 - d. 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)
- 9) Approvals:

Department Head: _____

Division (if required): _____

Accounting: _____