

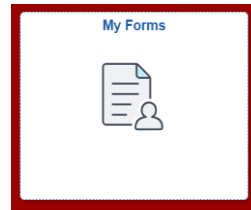


Are they for me?

Procuring Catholic's Promise, together.

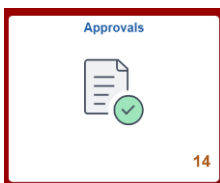
Gift Award Form is now in Cardinal Financials!

Applying for gift cards or gifts is now done in Cardinal Financials in the **My Forms** utility. This replaces the old Gift Card Approval Form. It will no longer be necessary to send it by email for approval and processing.

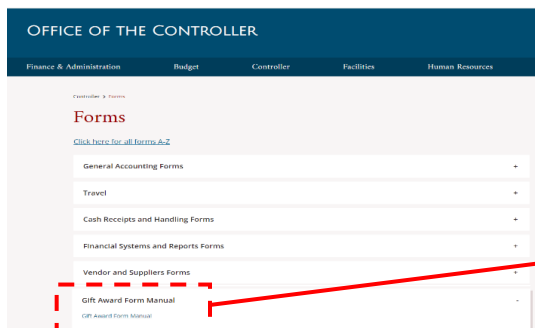


The new **Gift Award Form** will be processed through Cardinal Financials, routing it to all appropriate and designated supervisors for their review and approval. Once approved you will be notified a Controller's Office department person on how to proceed with distributing your gift card or gift award.

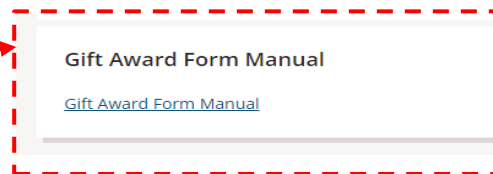
Like Payment Requests in Cardinal Financials, you will be able to track the **Approval History** of your submitted Gift Award Form.



Approvers of submitted Gift Award Forms will find them awaiting in their **Approvals** utility in Cardinal Financials just like pending approvals for submitted Payment Requests



Step by step instructions are available to users in Procurement and Payment Services, Forms Section: **Gift Award Form Manual**



This **Gift Award Form Manual** is attached to this bulletin for your convenience

For a limited time, brief training sessions are being offered (15 min). Sign up on P&PS Training Calendar [here](#).