

Hi Teams! Below is a refresher on requesting Kroger gift cards for benevolence purposes. There's been some confusion recently so we felt it was a good time for a reminder of the process.

To request Kroger Benevolence Cards for your campus:

Go to Creekhelp.com and select Procurement. At the screen below, please make sure to select "Benevolence" on **both** sections to ensure it routes to me. (If Benevolence is not selected on both selections, it will not be properly routed to Finance). The following screen will ask for a date they are needed. Please allow a week to take into account transfer time.

After we've sent them, I'll ask you to verify that you've received them and to send back a copy of the list of Kroger card recipient names from the previous batch of cards your campus previously received. PLEASE be sure you are recording the names of every gift card recipient. We're required to have checks and balances in place to ensure we are keeping accurate records and that the cards are being used for the appropriate purposes (not lost, stolen). It's important when the auditors ask whom we gave them to, that we can supply that information.

Thank you in advance for your cooperation in being good stewards of the contributions God (and our donors) have provided for us!

Please reach out to Christy or Bryan in Finance if you have any questions.

03/31/2022 at 14:17:32

Your Information:

First Name: *

Last Name: *

Email: *

Department Information:

Campus (for transfer): *

Department (for routing): *

Benevolence (Kroger Cards Only) ▾

Event Name:

if for an event

Internal Procurement Archiving Use

Your Direct Report: *

Has your Direct Report approved this? *

☐ Yes

☐ No

If "No" is selected, your order will not be placed until your Direct Report "Approves" the purchase.

Are you requesting? *

☒ Benevolence (Kroger Gift Cards)

☐ Care Gift Request

☐ Purchase This

☐ Sell This

☐ Travel Request

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