

Document Title: Gift Card Policy
Category: Accounting
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I. Purpose:

To define the protocol for the purchase and distribution of gift cards/gift certificates purchased using University or grant funds.

II. Definition:

Gift cards/gift certificates may not exceed Twenty-five dollars (\$25), unless approved by the President and/or the unit Vice President.

Gift cards/gift certificates may be purchased for awards or recognition programs such as retirement events, employee recognition events, birthdays, holidays, anniversaries, length of service, and other events as determined by the President and/or unit Vice President.

Purchased gift cards/certificates should generally not be convertible to cash (this would probably eliminate - Amex, Visa, Walmart, MC, Discover, etc.).

No federal or state funds may be used to purchase gift cards/certificates.

Gift cards/gift certificates may not be used as a form of honoraria for employees. Gift cards should not be used to reward past or future performance. These types of payments must be processed through the payroll system.

III. Procedure:

A signed "Authorization (Purchase Order) for the Purchase of Gift Cards/Gift Certificates" is required **PRIOR** to purchasing gift cards or certificates. This authorization is for a single intended purpose only – (i.e.: a specific study, a specific event, etc.) and must be specified in the "Detailed Description of Intended Purpose for Items Purchased" section on the form. It is recommended to limit the number of gift cards purchased at one time so that the disbursement documentation is more manageable. If the original intended purpose or intended vendor changes, a new authorization form must be completed.

The following information will be required and must be included on/with the electronic purchase requisition:

1. Purchaser's Name
2. Purchaser's Department
3. Vendor Name (where gift cards/gift certificates are to be purchased)
4. Date and Amount
5. Description of what's going to be purchased (i.e.: specific store cards or shopping center gift certificates)
6. Description of the intent for use (i.e.: recognition for retirement)
7. Month/Year cards to be disbursed
8. Original itemized purchase receipt

IV. Departmental Documentation

1. Proof of original purchase and authorization form must be kept on file with the appropriate method of payment. The receipt must show the individual gift card numbers purchased.

2. A Gift Card/Gift Certificate Disbursement Log is required to record the dispensing of all gift cards purchased - even if only one card is purchased for one individual. Instructions for maintaining the log are as follows:

- a) Gift card/gift certificate numbers must be identified and entered in the "Gift Card or Gift Certificate Number" column of the Gift Card/Gift Certificate Disbursement Log. The amount of each card/certificate must be entered in the "Amount" column.
- b) The person disbursing the gift cards must update the disbursement log each time a card is disbursed.
- c) Locate the card number on the disbursement log
- d) Enter the name of the person receiving the card on the same line as the card number
- e) Ask the person receiving the card to sign their name in the signature field
- f) Enter the date disbursed
- g) The person disbursing the gift cards must sign the disbursement log in the issued by field
- h) As cards are disbursed, the person disbursing the cards must photocopy their logs to keep with the original receipt. Once all cards have been given out the photocopied log is replaced by the original completed disbursement log and forwarded to the Accounting Office.
- i) At all times the total of the undistributed gift cards/gift certificates and the disbursement log must equal the total of all gift cards/gift certificates purchased.