

Division		ADMINISTRATION AND FINANCE
Department		FINANCE AND PROCUREMENT
		GIFT CARDS
Policy		In lieu of cash advances, universally accepted gift card with a maximum value of up to \$50 will be issued by the University upon proper documentation and approval of the Department Chair and an Administration & Finance Representative. These gift cards can be issued for use as honorariums, prizes, student acknowledgements or as an incentive for participating in an academic research project. Payments to students in excess of \$50 must be made through Accounts Payable (i.e. in the form of a check).
Procedure		<p>A copy of the gift card request form (page 2) must be submitted to the Finance Office for approval on a specific initiative. The form must be complete in full, including:</p> <ul style="list-style-type: none"> • Purpose of gift card, date of event, type of card, quantity of cards, dollar value per card, total value of cards, speedtype, cardholder approval, department approval and dates of approvals. <p>Once a gift card request form is received by the Finance Office, they will determine the best way to obtain the cards. You should never purchase gift cards on your P-card before obtaining approval. The lack of prior approval will result in a P-card non-compliance issue. If the Finance Office determines the best method of procuring the gift cards is via a Purchase Order, you will be required to enter a requisition in BuyWays.</p> <p>When the cards are distributed, the Reportable Gifts, Awards, and Prizes Documentation Form form must be completed in full and the original returned to the Finance Office within one (1) business day of distribution.</p> <ul style="list-style-type: none"> • Any cards not distributed within thirty (30) days of the event must be returned to the Finance Office. • Inability to reconcile cards within thirty (30) days of the event shall result in cards no longer being issued to the department. • Any suspected misappropriation of funds will be reported to the Provost and the Vice President of Administration & Finance/CFO.
Reviewed By		Cabinet & Deans
Review Date		November 17, 2016
Revised Date		November 17, 2016