Procedures for Excess Gift Cards

Gift cards may not be returned to stores (may have minor exceptions). Gift cards have value similar to cash.

1. As of result of the above statements, the following procedures should be followed when excess gift cards are purchased (i.e. Ten cards are purchased but only nine are used).
   a. Department/area with excess card(s) should retain them in a secure location.
   b. Contact the Controller or Associate Vice Chancellor for Finance and Budget to arrange for safekeeping of the card(s).
   c. Gift card(s) must be delivered in person to A&F. Person delivering card will be provided with an Excess Gift Card Receipt form.
      i. The receipt is to be retained by the department for future retrieval of the card(s).
   d. Controller or AVC delivers card to Bursar’s office and receives a signed receipt.
      i. Bursar’s office places the card(s) in a secure envelope that is sealed and,
      ii. Envelope is sealed with card and envelope seal is signed over seal by Controller or AVC.
      iii. Bursar employee signs for received card and places card in safe.
   e. Controller or AVC sends PDF of receipt to department/area of delivered card.
      i. Controller or AVC retains original receipt.

When Department/Area has need of the excess card:

1. Contacts Controller or AVC for excess card
2. Controller or AVC obtains card from Bursar, providing receipt for pick-up of card
3. Controller or AVC provides for pick-up of excess card.
   a. Employee who obtains card brings original receipts, signs receipt for same and leaves with Controller or AVC. Employee is provided with a copy.

Summary:

1. Signed receipt for card
2. Signed transfer to Bursar
3. Signed transfer from Bursar
4. Signed receipt back to department/organization.

See attached example of documentation memo for all of the above procedures.