

Gift Card Authorization

An "Authorization for the Purchase of Gift Cards/Gift Certificates" must be completed PRIOR to purchasing gift cards/certificates. Purchase of gift cards/certificates submitted without a properly completed Authorization Form will be rejected and may be subject to reimbursement to the University, or may not be paid by the University. No purchase of a gift card/certificate will be reimbursed without a properly completed Authorization Form. If using a P-Card for the gift card/certificate purchase, a completed copy of the Authorization Form must accompany the reconciliation of the P-Card statement in the cardholders file. The signature of the appropriate Vice President and Financial Manager is required prior to the final approval by Procurement, for the purchase of ANY gift cards/certificates. The authorization must be for a single intended purpose, which must be clearly identified on the form. It is recommended to limit the number of gift cards/certificates purchased so that the disbursement documentation is more manageable. If multiple gift cards/certificates are purchased, appropriate measures must be taken to safeguard any gift cards/certificates that are not distributed immediately. It is required that gift cards/certificates be purchased in modest denominations, not in excess of \$100.00 per gift card/certificate. Gifts and gift cards/certificates may NOT be distributed in lieu of cash compensation. For example, gifts and gift cards/certificates may NOT be used in any of the following situations:

- to compensate speakers;
- to express appreciation to volunteers;
- to compensate note-takers assisting other students.

Gifts and gift cards/certificates that have been donated to the University are subject to all of the record-keeping procedures outlined below. The distribution of gifts and gift cards/certificates must not be used to avoid compliance with other applicable University Policies.

Procurement Disbursements and Contract Services conduct audits to ensure that University departments have complied fully with the gift card/certificate reporting requirements set forth below.

PROCEDURES:

- a. A fully executed "Authorization for the Purchase of Gift Cards/Certificates" (attached as Exhibit A) is required, prior to Purchase.
- b. A "Gift Card/Certificate Disbursement/Acceptance Log" (the "Log") (attached as Exhibit B) is required to record the dispensing of all gift cards/certificates purchased by the department – even if only one gift card is purchased for one individual. The original proof of purchase, Authorization Form and Acceptance Agreement must be kept on file by the department, together with the Log.
- c. The department must submit a copy of the Log, together with a copy of related Authorization Forms to Procurement as requested.

VIOLATION:

Failure to timely cooperate in complying with its provisions by any individuals who purchase or distribute gifts or gift cards/certificates on behalf of the University may result in disciplinary action up to and including dismissal. If a P-Card holder is found to have violated this request, the employee may lose their P-Card privileges.

