Gift Card Request Form

Date: ________________  Department: _____________________________________

Gift cards used for confidential human subject study: Yes ______  No_______

If grant, and for Human Subjects, Approved IRB Protocol exists: Yes____  No_____

Protocol Number: ___________

Purpose and benefit of purchasing gift cards/certificates:

________________________________________________________________________

Dollar amount of each gift card to be purchased: $ ___________________

Number of gift cards to be purchased: ____________________________

Total dollar amount of gift cards to be purchased: $ __________________

Vendor from which gift cards will be purchased: ________________________

Cost center used to purchase gift cards: _______________________________

Purchase by: □ Employee (will be reimbursed)
□ Voucher (payable to vendor)
□ Local P-Card (Cardholder____________________ Last 4 digits ______)

Projected date of purchase: ________________________________

Projected date gift cards will be distributed: __________________________

Gift cards must be kept in a secure campus location (e.g., locked drawer or safe) until distributed. The distribution of the gift cards/certificates must be documented, including date of distribution, name of recipient, signature of recipient acknowledging the receipt and appropriate business purpose. If the gift cards are for a confidential human subject study, the department must retain distribution records in their files for seven fiscal years after the grant expires. Otherwise, distribution records must be uploaded to the voucher or P-Card document page in the Finance System when the distribution is complete. The Gift Card Request Form must be uploaded as backup to the voucher or P-Card transaction.

The gift card custodian is the person designated to keep the cards secure, ensure appropriate distribution of gift cards by authorized cash handlers, and to maintain distribution records in accordance with University policy and cost center restrictions. The gift card custodian must be a regular employee (i.e., student status is not a condition of employment) and designated in a security sensitive position which requires a background check. Someone other than the gift card custodian will review the gift card records at least once a month to verify that all distributed and undistributed gift cards are accounted for and will report any discrepancies to the College/Division Administrator. Missing gift cards must reported in the same manner as missing cash.
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If the department awards a gift card/certificate to an employee, the department is also responsible for reporting this amount to the Tax Department as the employee’s taxable benefit in accordance with SAM 03.D.06. If the department awards a gift card/certificate to a non-employee and the total amount received by the non-employee in a calendar year is $600 or more, the department is responsible for submitting the non-employee’s W-9 Form and reporting the amount to Accounts Payable, so that the non-employee can be issued a Form 1099-MISC.

Gift Card Custodian: ____________________________  ____________________________  ________
Reviewer of Gift Card Records: ____________________________  ____________________________  ________
College/Division Administrator: ____________________________  ____________________________  ________  
Name ____________________________  Signature  Date

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