

**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:

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Dollar amount of <b>each</b> 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

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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 be reported in the same manner as missing cash.

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:	_____	_____	_____
	Name	Signature	Date
Reviewer of Gift Card Records:	_____	_____	_____
	Name	Signature	Date
College/Division Administrator:	_____	_____	_____
	Name	Signature	Date