

# Purchasing Podium

A Special Gift Card Policy and Procedures Edition

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Gift Card Policy on the Web: <http://purchasing.uncg.edu/giftcardpolicy.html>

## GIFT CARDS/CERTIFICATES—A BUYER'S GUIDE

### A Recent Audit of Gift Cards

The PCard Office conducted an informal audit of gift card purchases made this fiscal year and found the following:

- Authorization form completed AFTER the purchase of the cards
- Disbursement logs not used or not filled out completely or accurately
- Gift cards not signed for by recipient for in-person events
- Itemized receipt not included in the packet.

The Gift Card/Gift Certificate Purchases policies and procedures have been updated to include detailed instructions. The Gift Card Policies and Procedures must be adhered to no matter what payment method you're using—PCard, BanFin32, Requisition, etc.

*In order to continue to allow purchases of gift cards on a PCard, it's important that the policies and procedures be followed exactly as specified.*

### Before the Purchase:

An authorization form must be completed BEFORE the purchase of gift cards. The authorization form is for a **single intended purpose**—a specific study, a specific recognition, etc. It is important to limit the number of gift cards purchased at one time so that disbursement documentation is more manageable.

You must make separate purchases for each of your gift card authorizations. If possible, do not combine the purchase of gift cards with other items.

### At the Time of Purchase:

- A receipt must be obtained from the vendor that shows the individual gift card numbers.
- Identify the gift card number that is BOTH on the receipt and on the card itself. Refer to the online help file "How to Identify Gift Card Numbers" for assistance.
- Write all the gift card numbers in the 'Serial or Certificate #' column on the disbursement log and the amount of the card in the appropriate row, and give to your PCard Coordinator to assign a PC number as given in PCWS.

### After the Purchase:

- Purchaser must give the original receipt to their PCard Coordinator along with the disbursement log with the certificate numbers listed.
- The PCard Coordinator will enter the purchase into PCWS via the Order Log and write the PC number in the PC field on the disbursement log.
- A copy of the disbursement log is kept with the monthly PCard packet and the original is given to the person disbursing the gift cards.
- As cards are disbursed, it is required that a copy of the disbursement log is given to the PCard Coordinator on a monthly basis to replace the prior copy.
- Once ALL cards have been disbursed, the ORIGINAL disbursement log will be kept in the monthly packet in place of all previous copies.
- A "Gift Card Disbursement Log Tutorial" is available online with the gift card policy and procedures. The tutorial covers confidential and non-confidential studies.

### What if the Recipients are Confidential?

If the recipients are confidential, **you must maintain 2 disbursement logs**. A confidential log that's held by the PI, and the disbursement log we provide that's kept in the PCard packet.

On the 'Confidential' log—you must assign each participant an ID or identifying number. As cards are disbursed, you have the participant sign by their name. The "Confidential Gift Card Disbursement Log" is located on the gift card/certificate policy page.

The **disbursement log** in the PCard packet is then updated with the participant's ID/identifying number in the person receiving card field, the amount of the card is put in the amount field, and 'on file' is entered in the signature field. The date the card was disbursed is put in the date field, and the name of the person disbursing the card is entered in the issued by field. Do not pre-print the name in this field, as it may change. Refer to the online policy and procedures and tutorial for additional details.

### What if the Gift Cards are being Mailed?

Gift cards are mailed to individuals who perform online studies or surveys and are never on campus or otherwise seen in person.

All policies and procedures must be followed as specified. A disbursement log is still required to be completed and instead of a signature, 'mailed' is entered in the signature field. If the recipients are confidential, you must maintain 2 disbursement logs and have some way of identifying the participants for an internal or State Auditor, as outlined in the confidential instructions herein.

Visit: [purchasing.uncg.edu/giftcardpolicy.html](http://purchasing.uncg.edu/giftcardpolicy.html) to review the policy, access the authorization form and disbursement logs. Online help is available to assist in identifying gift card numbers and completing the logs. If you have any questions, contact the PCard Office.