

# PROCUREMENT SERVICES POLICY 15 GIFT CARDS AND GIFT CERTIFICATES

The University of North Carolina at Greensboro

Approved by Paul Forte, Interim AVC for Finance, August 4, 2021

Revised August 4, 2021

## 1. Purpose

This policy describes the appropriate method of purchasing gift cards and gift certificates.

## 2. Scope

This policy applies to all University employees, departments, units, and divisions.

## 3. Definitions and Roles and Responsibilities

Not relevant for this policy.

## 4. Policy

- Gift cards/gift certificates may not exceed fifty dollars (\$50) per individual, unless approved by the appropriate Vice Chancellor or Provost.
- Gift cards/gift certificates may be given for awards or recognition programs such as retirement events, employee recognition events, outstanding achievement, length of service or participation in various studies.
- No State funds may be used to purchase gift cards or gift certificates.
- Gift cards/gift certificates may not be used as a form of honoraria for employees. These types of payments must be processed through the payroll system.

When gift certificates are being purchased with grant funds, the following criteria must be met:

- The gift certificate is for research participant incentive payments only
- Costs for research participant incentive payments are included in the researcher's grant budget and allowable by the terms and conditions of the specific grant.

To access detailed Gift Card & Gift Certificate Procedures, visit the [PCard Manual](#).

## 5. Compliance and Enforcement

The Director of Procurement Services is responsible for ensuring compliance with this policy.

## 6. Additional Information

### 6.1 Supporting Documents

[NC Office of Budget and Management \(OSBM\)](#)

[State of NC Procurement Manual](#)

[UNCG Spending Guidelines](#)

### 6.2 Approval Authority

This policy will be approved by the Interim Associate Vice Chancellor for Finance.

### 6.3 Contacts for Additional Information and Reporting

- Responsible Executive: Michael Logan, Director of Procurement Services, (336)334-4104, [mflogan@uncg.edu](mailto:mflogan@uncg.edu)
- Responsible Administrator: Richard Fleming, Assistant Director of Procurement Services, (336)334-3078, [rrfleming@uncg.edu](mailto:rrfleming@uncg.edu)