

Gift Card Justification Form

Division of Student Affairs

Background Information

Requestor Name: _____

Department Name: _____

SpeedType Charged: _____

Project Name: _____

Project Description (reason for gift card): _____

Gift Card Purpose (please circle): Prizes Event Participation Surveying Recognition

Project Location: _____

Price per Gift Card: \$ _____

Amount of Gift Cards Purchased: _____

Total Purchase Amount of Gift Cards: \$ _____

Requesting on Behalf of Students (please circle): Y or N

Who is receiving the gift cards (please circle all that apply): Students Staff Faculty Other

If Other, Please Explain: _____

Do you know who is getting the Gift Cards in advance? (If so please include names in the P.O requisition): Y or N

Auditing Process

Where will the Gift Cards be stored (room and location)? _____

How will the Gift Cards be secured? _____

Who (list individuals) will have access to the Gift Cards? _____

Where will the list of individuals (i.e. the Gift Card Audit Worksheet) be stored? _____

What will you do with excess Gift Cards? _____

Beginning Date of Gift Card Storage: ____/____/____

Ending Date of Gift Card Storage: ____/____/____

Employee Name (please print): _____

Employee Signature: _____

Date: ____/____/____ Phone: (____) - ____ - ____

I agree to comply with university policy on the purchase, storage, distribution and record-keeping of Gift Cards. Yes No

Gift cards cannot be purchased on a Payment Request or a PCard, but may be purchased through a requisition within PeopleSoft, made out directly to the vendor (i.e. Giant Eagle, Best Buy, etc.) Purchasing will work with AP to facilitate the payment for the end user. Control and safekeeping of the gift cards remain with the departments and logs of their issuance (i.e. study participants) are strongly encouraged as a best practice, to meet any future auditing or grant related inquiries. Gift cards are considered taxable income by the IRS and any issuance of a gift card to employees, as a gift, or for "services rendered" is not typically a recognized use of University funds. Please see the policy on "Employee Recognition" for further information. (<https://www.case.edu/bizpolicies/employee/employee.pdf>.)