

BACKGROUND INFORMATION

Requestor Name: _____
Department Name: _____
SpeedType Charged: _____
Project Name: _____
Project Description (reason for gift card): _____

Gift Card Purpose : Prizes Event Participation Surveying Recognition

Project Location: _____

Price per Gift Card: \$ _____ Quantity of Gift Cards Purchased: _____

Total Purchase Value of Gift Cards: \$ _____

Who is receiving the gift cards: Students Staff Faculty Study-Participant Other

If Staff, has "Gift Cards To Employees" form been submitted to payroll (click here)? Yes No

If Other, Please Explain: _____

Do you know who is receiving the Gift Cards? (If so please include names in the P.O requisition): Yes No

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? _____

I agree to comply with university policy on the purchase, storage, distribution and record-keeping of Gift Cards.

Yes No

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

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

Employee Name (please print): _____

Employee Signature: _____

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

Reminders:

- Guidelines on how to Pay Study Participants: <https://case.edu/procurement/accounts-payable/research-studies>
- Gift card orders should not exceed \$2500
- Estimate the total number of cards needed for a project and purchase no more than 25% at one time.
- VISA gift cards expire in a short amount of time (6 or 12 months) and are non-refundable. Do not order more than what is planned for disbursement within the next 30-90 days.
- The average hard plastic gift card orders take approximately 2 weeks to ship and deliver. The gift card vendor should provide your tracking information for cards. Gift cards unreceived, lost, stolen, and/or misused should be immediately reported so an investigation can start and gift cards can attempt to be deactivated. The following departments ALL should be contacted for support: the gift card vendor, procurement, office of general counsel, and CWRU police.
- 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. (www.case.edu/compliance)