CASE WESTERN RESERVE UNIVERSITY

Gift Card Order Justification Form

This form should be attached to your Requisition in PeopleSoft Financials

All Fields Required

BACKGROUND INFORMATION

Requestor Name: _____

Department Name: _____

Project Name: _____

Project Location: _____

Project Description: _____
(reason for purchase)

Must check "Yes" or "No" for each row

Yes	No	Gift Card Purpose?
		Prizes
		Event Participation Surveying Recognition

Must check "Yes" or "No" for each row

Yes	No	Who is receiving gift cards?
		Do you know the names of the person(s) receiving the gift cards? If yes, attach the list to the requisition.
		Students
		Employees (Faculty and/or Staff)
		If "Yes" was checked for Employees, has the "Gift to Employees" form been submitted to Payroll?
		Study Participant
		Other
		If "Yes" was checked for "Other," please explain here who will be receiving gift cards:

Price per Gift Card (list all denominations): _____

Quantity of Gift Cards Purchased (separate by denomination): _____

Total Purchase Value of Gift Cards: $_____

AUDITING PROCESS

Where will the Gift Cards be stored? Include room and location for physical cards or electronic location for e-gift cards.

How will the gift cards be secured?
Who (list individuals by name) will have access to gift cards?
Where will the list of individuals (i.e. the Gift Card Audit Worksheet) be stored?

Yes   No

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

Beginning Date of Gift Card Storage: _____ (DD-MM-YYYY)

Ending Date of Gift Card Storage: _____ (DD-MM-YYYY)

Employee Name (please print): _____

Employee Signature: _____

Date: _____/_____/_____   Phone: (_____) - _____- _____

Reminders:
- **Guidelines on how to Pay Study Participants:** case.edu/procurement/accounts-payable/research-studies
- **Order Limit:** Gift card orders should not exceed $2500 without prior authorization from Sr. Director of Procurement Operations. Estimate the total number of cards needed for a project and purchase no more than 25% at one time if the total value order exceeds $2500 or more than 90 days of required usage.
- **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 dispersement within the next 30-90 days.
- **Gift Card Issue Reporting:** If cards are unreceived, lost, stolen, or misused, immediately the issue to initiate an investigation and potential deactivation of outstanding cards. Contact the gift card vendor, CWRU Procurement & Distribution Services, Office of General Counsel, and CWRU police for assistance. All of the following must be contacted.
- **Shipping & Delivery:** The average hard plastic gift card orders take approximately 2 weeks to ship and deliver. The gift Hard plastic gift cards typically take 2 weeks to ship & e-cards take a 3-4 days to complete. The vendor will provide tracking information for physical cards and e-cards will be added to the Hawk Marketplace account
- **Purchase Process**: 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. Blackhawk Network, Mitchell's Homemade, etc.). Purchasing will work with AP to facilitate the payment for the end user.
- **Safekeeping & Record-Keeping**: Departments are responsible for the secure management of gift cards and must maintain a detailed log of all issued gift cards (e.g., to study participants) to ensure compliance with audit and grant-related requirements. This includes accurately recording recipient information, such as first and last names, email addresses (if available), and any other relevant details that may be needed for future audits or inquiries. For both physical and e-cards, departments are required to maintain a tracking log that records when cards are added/used, removed, and who accessed them to ensure accountability.
- **Tax Implications**: 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)
- **Safe and acceptable storage solutions for gift cards**:
  - **E-Cards**: Password-Protected & Encrypted File – Save e-cards in an encrypted spreadsheet or document (e.g., password-protected Excel, PDF, or a secure database) on a work computer. Share access only with authorized personnel.
  - **Physical Cards:** Locked Safe or Secure Cabinet – Store physical gift cards in a locked safe or a secure, access-controlled cabinet. Limit access to authorized personnel only.