



## GIFT CARD PURCHASING GUIDELINES

Gift cards/gift certificates (referred to as gift cards) may be purchased using CSUSM Foundation funds to recognize students, faculty, staff, or participant incentives. The use of gift cards must comply with the mission of CSUSM Foundation and CSUSM and adhere to the CSUSM Hospitality Guidelines.

<https://www.csusm.edu/fs/ap/hospitality.html>

Use of gift cards should only be considered when no other option is viable, should be infrequent, and conservative in value. The dollar value of individual gift cards cannot exceed \$50. Gift cards are subject to taxation per IRS guidelines.

Departments should attempt to purchase gift cards from CSUSM Corporation partners (e.g., Follett and Sodexo). Visit <https://www.csusm.edu/corp/commservices/index.html> for a complete list of partners.

### **Procedure**

The gift card purchaser is responsible for tracking the cards' distribution, including getting signatures from the gift card recipients on a gift card log.

### **Gift Card Log**

Once the gift card has been given to the recipient, the recipient must sign the gift card log verifying receipt of the gift card. The following information is required for each gift card:

- Event or Purpose of Gift Card
- Gift Card Number
- Employee/Student ID Number
- Date of Receipt by Recipient
- Amount of Gift Card
- Name of Recipient
- Signature of Recipient
- Gift Card(s) Purchaser Acknowledgement

### **Gift Card Purchases**

For ProCard reconciliation, the first month after gift cards are purchased, the cardholder who purchased the cards will include the purchase receipt and a copy of the gift card log, even if not all cards have been distributed.

Gift cards that are not immediately issued to recipients will be stored in a locked file cabinet or another secure device in the department. The department will be responsible for the cost of any missing or unused cards.

Once the gift card log is complete (i.e., all cards have been distributed) cardholder must retain the completed gift log with the ProCard report initial purchase for audit purposes.

In the event ProCard was not utilized, direct pay (reimbursement) may be used after all gift cards have been issued. The direct pay request must include the completed gift card log for audit purposes.