

Gift Card Purchase Instructions

Gift cards and e-cards may be purchased by various departments on campus for students or non-state employees, including grant recipients. Accountability is vital. Documentation must be approved by the UCA Purchasing Department prior to any commitment that would result in the expenditure of funds for gift cards. Recipients may NOT be anonymous. **University funds may not be used to purchase gift cards for UCA employees or relatives for ANY reason. Student workers and graduate assistants may not receive gift cards for work or services, as gifts, or as reimbursement for expenses. Please consult with Accounts Payable PRIOR to purchasing gift cards to determine if the intended use is allowed.**

Gift cards

1. Provide Purchasing a copy of the grant allowing the disbursement of gift cards (if applicable.)
2. Complete a Purchase Justification form. The form is may be accessed on MyUCA > Purchasing > Forms.
3. Process a requisition/purchase order. Standing purchase orders may NOT be used for these types of purchases. Purchase orders should only be in the amount needed for gift cards to be distributed in the current semester.
4. All payments to students, no matter what form, must be approved by Financial Aid. Please complete a Request to Pay or Reimburse Student (Category B or D), located on the Financial Aid website¹, for any gift cards that will be given to students.
5. Email apstaff@uca.edu to request Accounts Payable print a check. Include the purchase order number and vendor's name in the email.
6. The person picking up the check must sign the Gift Card Form of Responsibility. Student workers may not pick up checks for gift cards.
7. Two UCA employees should go to the store/vendor to purchase the cards. Gift cards should be kept in a secure location (i.e. a locked desk or file cabinet, or a locked bank bag must be used if traveling. Gift cards should never be left unsecured on top of a desk or in a desk.)
8. Each department should maintain a Gift Cards Log with the identification number of each card. The gift card identification number is the number that can be matched to the purchase receipt. This number must also be written on the Gift Card Recipient Form before the participant completes the form. It is not recommended that the person who is responsible for the list also be the person storing the gift cards.
9. Each recipient must complete a Gift Card Recipient form before they are given the gift card. The form is located on the Accounts Payable website². UCA employees or relatives may **not** receive gift cards.
10. Gift cards must be disbursed by the end of the current semester/term. If this is an issue, please consult with Accounts Payable.
11. The completed Gift Card Recipient form(s) and the store receipt(s) must be returned to Accounts Payable within five days of disbursement of all cards or at the end of the current semester, whichever is earlier, or the funds must be returned to Accounts Payable.

¹ <http://uca.edu/financialaid/>

² <http://uca.edu/financialaccounting/accountspayable/>

12. The person who signs the Gift Card Form of Responsibility is responsible for obtaining missing information on incomplete Gift Card Recipient forms, and will be liable for reimbursing any missing or unaccounted-for funds back to the University.

E-cards

1. Provide Purchasing a copy of the grant allowing the disbursement of gift cards (if applicable.)
2. Complete a Purchase Justification form. The form is on MyUCA > Purchasing > Forms.
3. Process a requisition/purchase order. Standing purchase orders may NOT be used for these types of purchases. The vendor must be willing to accept a UCA check. No credit card purchases. Purchase orders should only be in the amount needed for gift cards to be distributed in the current semester.
4. All payments to students, no matter what form, must be approved by Financial Aid. Please complete a Request to Pay or Reimburse Student (Category B or D), located on the Financial Aid website, for any gift cards that will be given to students.
5. Email apstaff@uca.edu to request Accounts Payable print a check. Include the purchase order number and the vendor's name in the email.
6. The person picking up the check must sign the Gift Card Form of Responsibility. Student workers may not pick up checks for gift cards.
7. Each recipient must complete a Gift Card Recipient form before they receive the e-card code via email. The form is located on the Accounts Payable website. UCA employees or relatives may **not** receive gift cards.
8. The e-card codes should be given to the recipients directly by the vendor; at no point should a UCA employee or representative have access to the e-card numbers/codes.
9. The e-card codes must be disbursed by the end of the current semester.
10. Each department should maintain a Gift Card Log of who is receiving the e-cards, the date the Gift Card Recipient form was completed, and the date the vendor was notified to send the e-card code and the control number. The control number should be provided to you from the vendor so that an accurate record can be kept of how many e-card codes have been disbursed and who received them. The person keeping the log should not be the same person who instructs the vendor to disburse the e-card.
11. The completed Gift Card Recipient form and the receipt of purchase must be returned to Accounts Payable by the end of the current semester or the funds must be returned to Accounts Payable.
12. The person who signs the Gift Card Form of Responsibility is responsible for obtaining missing information on incomplete Gift Card Recipient forms, and will be liable for reimbursing any missing or unaccounted-for funds back to the University.

Cash and Gift Card Handling

Gift cards and e-cards are treated as cash and must be accounted for as cash per the University Cash Handling Procedures. All departments are responsible for maintaining internal control through the segregation of duties. This means that the function of: (1) authorizing the disbursement of cash or gift cards; (2) handling of the cash or gift cards; and (3) receipting or accounting of the cash or gift cards are not performed by the same individual.

The State Accounting Procedures recognize that some departments may not be able to adopt a full segregation of duties. However, the procedures further explain, "...any system adopted should include a proper segregation of duties completely separating the handling of cash (in this case, gift cards) from the recording function."

It is highly probable that an undetected fraud could occur if an individual's duties encompass all of the following functions: (1) authorization; (2) custody; and (3) record keeping. Duties are incompatible if a single person can perpetrate and conceal errors and irregularities in the course of performing day-to-day activities or special grant activities.