

> GIFT CARD PROGRAM CLOSE OUT CHECKLIST

Gift Card Program Information

Custodian Name _____ Total Authorized Amount _____
Start Date _____ End Date _____ Account Code(s) 495102 - Study Subjects
Speedtype(s) _____ 550105 - Performance/Supporting Awards Non-Employee
550106 - Non Cash Recognition Employees
550108 - Non Cash Participation/Recognition Non-Employee

Close Out Reconciliation

Date of Close Out Request: _____ Total Dollar Amount Purchased: _____

- All expense reports for gift cards under this authorization have been submitted and approved.
- All expenses were allocated to the approved Speedtype(s) and Account Code(s) under this gift card program.
- Total dollar amount purchased is less than or equal to total authorized amount of this gift card program.
- All card denominations match amounts approved under this gift card program.
- Gift card recipients did not receive more than authorized maximum to be received during the calendar year.
- All gift cards were purchased / distributed within the authorized start and end dates.

Do you have any remaining Gift Cards on hand (excess cards)? **Yes** **No**

- If yes, which of the following actions will be taken?
- Personally reimburse University for expense of excess cards.
 - Transfer excess cards to another authorized gift card program (provide program details).
 - Unsure / Will discuss with Fiscal Compliance with close out submission.

Tax Reporting Requirement

Study Subject Participation

- No Reporting Required - No individual received more than \$100 during this calendar year.
- Reporting Required - Study Participants received more than \$100 during the calendar year.
 - Have you already completed reporting for this calendar year?
Yes **No**

Non-Employee and/or Employee Participation & Recognition

- Were any payments this calendar year issued to University of Colorado (CU) employees? **Yes** **No**
 - If yes, have you already submitted the Recognition Reporting Form (RR) to Employee Services? **Yes** **No**
- Did any Non-Employees receive over \$100 during this calendar year? **Yes** **No**
 - If yes, have you already submitted the Recognition Reporting Form (RR) to the PSC? **Yes** **No**

Close Out Documentation Provided

Required

- Gift Card Authorization form to be closed.
- Tracking Log - all fields filled in, lists all gift cards under the authorization including those purchased but not distributed.
- Purchase Receipt(s)

Best Practice (not required)

- m-Fin Financial Detail report showing all cards purchased under this authorization.

Additional Information for Close Out Review (Optional)