

GIFT CARD PROGRAM MANAGEMENT



Fiscal Compliance

FINANCIAL SERVICES

UNIVERSITY OF COLORADO
DENVER | ANSCHUTZ MEDICAL CAMPUS

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INTRODUCTIONS



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WHY DOES GIFT CARD MANAGEMENT MATTER?

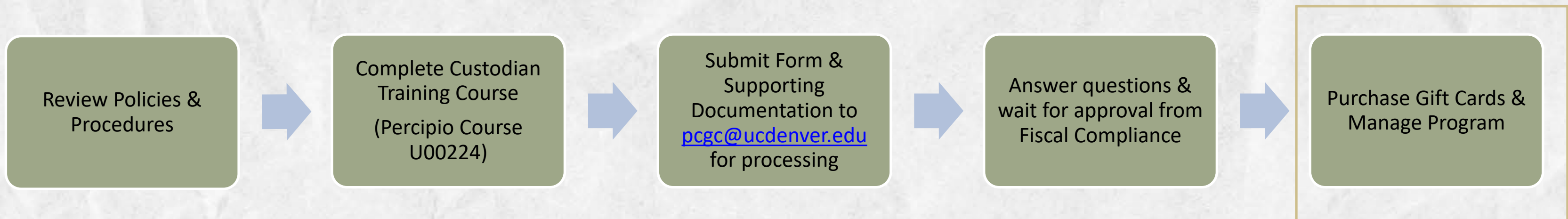
- Gift Cards are cash-like, they have value.
- Decentralized administration at the University of Colorado.
- Responsibility as a public institution to be good stewards of funding (Federal, State, Sponsor, etc.).
- Commitment to consistent policy compliance (ie. IRS Regulations, Sponsor Financial Management, University Policy).
- Personal responsibility and accountability.
- Improper management can lead to additional administrative work & consequences.

WHERE TO START

Do I need a Gift Card Authorization?

- Yes – if gift cards are being charged to the University a Gift Card Authorization must be established **before** any cards may be purchased or distributed.
- Contact the Fiscal Compliance team for Gift Card allowability questions (pcgc@ucdenver.edu).

Gift Card Authorization Request Process



GIFT CARD PROGRAM MANAGEMENT

CUSTODY

SECURITY

**PURCHASING &
EXPENSE ALLOCATION**

**DISTRIBUTION
& TRACKING**

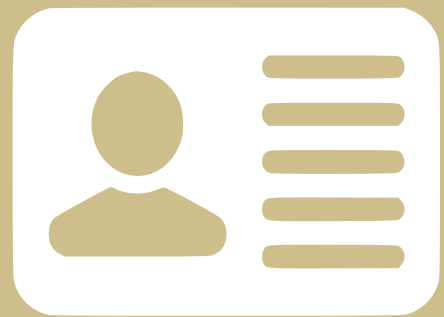
**AUDIT &
RECONCILIATION**

**TAX
REPORTING**

**KEEPING
AUTHORIZATION
CURRENT**

CLOSURE

CUSTODY



What is a Custodian?

- A single individual designated to oversee the Gift Card Program.
- Responsible for ensuring all purchasing, security, dispensing, tracking, and replenishing procedures are followed.
- Individual is responsible for lost/stolen gift cards and may be held personally liable for their value.
- Required to be a University Employee (No students, student employees, or POIs).

Can a second individual oversee distribution?

- A temporary transfer of custody is allowable with proper documentation. (Transfer Memo)
- Ensures all cards are accounted for and where responsibility lies.
- Custodian of Gift Card Program has oversight.
- Individuals involved should familiarize themselves with policies, procedures, and requirements to properly manage.
- Should be short term (ie. 1-2 weeks).
- Longer term outage (ie. Parental Leave) should officially update custodian.

TRANSFER OF CUSTODY MEMO / LOG SAMPLE

Gift Card Transfer Memorandum

Date _____

Total Amount Transferred (\$) _____ # of Cards _____

Type of Card (ie. VISA)	Serial Number	Dollar Amount

By signing below I acknowledge receipt of the above gift cards and agree to be held accountable for their safeguarding and for disbursing the cards in accordance with the approved business purpose. I agree to adhere to the PSC Procedural Statement: Gift Cards.

Temporary Custodian Signature

Printed Name

Current Custodian Signature

Printed Name

A copy of this memo must be kept with the inventory of gift cards to ensure that all gift cards are accounted for. Gift Cards must be secured at all times.

Department:				Custodian:			
Speedtype:				Temporary Custodian:			
By signing below, I acknowledge receipt of the gift cards listed below and agree to be held accountable for the safeguarding and proper disbursement with the approved business purpose.							
Temporary Custodian Signature:						Date:	
Custodian				Temporary Custodian			
Date Purchased	Serial Number	Card Amount	Date Transferred	Date Disbursed	Payment Purpose	Recipient Name/ID#	Recipient Initials
1							
2							
3							
4							
5							
6							
7							
8							

Both Sample Templates provided on the Fiscal Compliance website linked at end of presentation.

Gift cards must always be secured.

Cards should be accessible only to the custodian.

Physical Cards

- In a locked box or bag inside a locked cabinet or drawer accessible only by the custodian.
- Should be housed at University office location.

Electronic Cards

- Should be purchased and distributed directly to the recipient.
- If electronic codes are pre-ordered, like Physical Cards these must be secured (ie. Locked file only accessible to custodian).

Do not combine gift cards from separate programs.

Separate tracking & security is required.

SECURITY



PURCHASING



How to Purchase Gift Cards:

- Purchased with University Procurement Card from vendor.
- Custodian can work with purchaser in their department to complete – no card sharing.
- Tango – Vendor established in CU Marketplace to load funds.
- Cards should **not** be purchased with personal funds/out-of-pocket.

Purchasing Guidelines

- Purchasing should be on **as-needed** basis to avoid an excess inventory (ie. Next 2 weeks – 3 weeks).
- Ensure purchases are in line with approved Gift Card Authorization (ie. Card denomination, purchase/distribution period, etc.).
- Remember your approval period, this encompasses when cards must be purchased & distributed.
- Keep your receipts! Needed to reconcile program and expense reports.

Purchasing Issues

- Some vendors have a restricted Merchant Code, PSC must lift the restriction in order to complete.
- Work with Commercial Card Team at procurement.card@cu.edu. Must provide copy of approved Gift Card Authorization.

Allocate expenses on Concur Expense Report to the Speedtype & Account Code included on approved Gift Card Authorization.

- **495102** – Study Subjects
- **550105** – Performance/Supporting Awards Non-Employee
(Pulls as “Recognition Awards Non-Employees”)
- **550106** – Employee Recognition
(Pulls as “Recognition Awards Employees”)
- **550108** – Non-Employee Participation/Recognition
(Pulls as “Participant Prizes”)
- Attach copy of approved Gift Card Authorization Form with your supporting attachments. (Signed by Fiscal Compliance).
- **Approvers** – Send report back if there is not evidence of Gift Card Authorization approval, or misallocated expenses.

EXPENSE ALLOCATION

Expense Reports should be completed timely (monthly) to ensure proper fiscal oversight and prevent personal taxation to cardholder ([BEX](#)).

EXPENSE TYPE CONCUR

495102
"Study Subjects"

Add Expense to Report

Available Expenses (0) [New Expense](#)

Select an expense type for the new expense

495102

^ HONORARIA, FELLOWSHIPS, PARTICIPANT COSTS

Study Subjects (495102)

^ RESEARCH SUPPLIES AND SERVICES

Study Subjects (Non-Cash) (495102)

550108
"Non Cash Participation/
Recognition Non Employee"

Add Expense to Report

Available Expenses (0) [New Expense](#)

Select an expense type for the new expense

550108

^ FLOWERS, FRUIT BASKETS, AND GREETING CARDS

For Non-Employee/Non-Student (Flowers etc) (550108)

For Student (Flowers etc) (550108)

^ RECOGNITION

Participant Prizes (550108)

550106
"Non Cash
Recognition Employees"

Add Expense to Report

Available Expenses (0) [New Expense](#)

Select an expense type for the new expense

550106

^ FLOWERS, FRUIT BASKETS, AND GREETING CARDS

For Employee (Flowers etc) (550106)

^ RECOGNITION

Recognition Awards Employees (550106)

550105
"Performance / Supporting
Awards Non Cash
Non Employee"

Add Expense to Report

Available Expenses (0) [New Expense](#)

Select an expense type for the new expense

550105

^ RECOGNITION

Recognition Awards Non-Employees (550105)

University of Colorado
 Boulder | Colorado Springs | Denver | Anschutz Medical Campus
 Procurement Service Center (PSC)

Effective Date: 06/07/2021

Gift Card Authorization Request (GC)

Purpose:
 Used to request the establishment or modification of a gift card program, and to accept custody of that program.
 See the PSC Procedural Statement Gift Cards and, as appropriate, the PSC Procedural Statements Recognition & Training, or Study Subject Payments.

Action Requested:
 Create New Program
 Change SpeedType
 Change Location
 Change End Date
 Change Amount
 Change Custodian
 Other Change

Controller Office Use Only:
 Close Gift Card Program
 Date / Initials: _____

To Establish a New Gift Card Program

Organizational Unit Name: Financial Services - Fiscal Compliance Example	Custodian Name: Holly Day
Exact address where cards will be located: Fitzsimons Building 13001 East 17th Place W1126 Aurora, CO 80045	Custodian Employee ID #: 123456
	Custodian Phone: (303) 315-2255
	Custodian Email: Holly.Day@cuanschutz.edu
	Custodian Campus Box: N/A
Purpose of Gift Card Program: Study Subject Participation in COMIRB Study #12-3456 on financial management.	SpeedType: 63412345
Card Type (ex: Target): Amazon, Target	Account: 495102 - Study Subjects
Card Denominations: \$50	<input type="checkbox"/> Other account than those listed above Account: _____
Distribution Method (Physical or Electronic Cards; Electronic Cards; Email In-person, Email, or Mail)	Total \$ amount of cards to be purchased: \$5,000
Average # of cards dispensed per week: 5-10	Maximum \$ amount per individual per calendar year: \$60
Period of time over which cards will be purchased & distributed: Start Date: 10/15/21 End Date: 10/15/22	
Will any of the recipients be non-U.S. persons? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Unknown	
Will this be used for study subject payments? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If used for study subject payments: What is the type of protocol? <input checked="" type="checkbox"/> Exempt (Anonymous) <input type="checkbox"/> Expedited (Minimally Invasive) <input type="checkbox"/> Full-Board (Invasive)	
If used for recognition awards: Attach approved Recognition Program Authorization (RPA) form or other documentation: <input type="checkbox"/> Documentation attached	
New SpeedType:	New Custodian Name:
New End Date:	New Custodian Employee ID #:
New Location:	New Custodian Phone:
New \$ Amount of Cards to be Purchased:	New Custodian Email:
If requesting change in original card location or program amount, explain:	New Custodian Campus Box:

EXPENSE REPORT EXAMPLE

Expenses View ▼

Date	Expense Type	Reviewed	Amount	Approved
07/13/2022	Study Subjects (495102) TARGET.COM *	N	\$60.00	\$60.00

Study Subjects (495102)	07/13/2022	\$60.00	Gift Cards - Study Subject Participation COMIRB #12-3456	TARGET.COM *
Allocations: 100.00% (\$60.00) 63412345				

Order details

Sent #12345678910111213
 Placed at 11:14AM today 7/13/2022

\$60.00 VISA

Subtotal \$60.00
 Shipping Free
Total \$60.00 VISA VISA ...1234

Balloon Thanks Target Giftcard Email delivery

Qty 1 \$60.00

to: s @yahoo.com

Gift message included

- Attach fully signed Gift Card Authorization Form.
- Attach purchase receipt (redact in Concur if confidential patient information).
- Assign expense to matching Speedtype & Account Code (Expense Type).
- Clear business purpose.
- Purchase / Distribution within approval period (start & end date).
- Card type, denomination, & format allowed per the authorization.

In-Person (Physical Cards / Pre-purchased Codes)

- Recipient signs (or initials) receipt that they received payment. (Pre-numbered receipt book recommended). The following listed:
 - Recipient name or study ID number
 - Serial Number of card
 - Payment purpose
 - Date of payment
 - Amount
- If emailing a pre-purchased code, receive confirmation they received it. (not recommended route of distribution).

Electronic / Email

- Direct from vendor to participant email address.
 - Save receipt from vendor showing where card was sent.
 - Do not need to have confirmation it was claimed.

Mailing

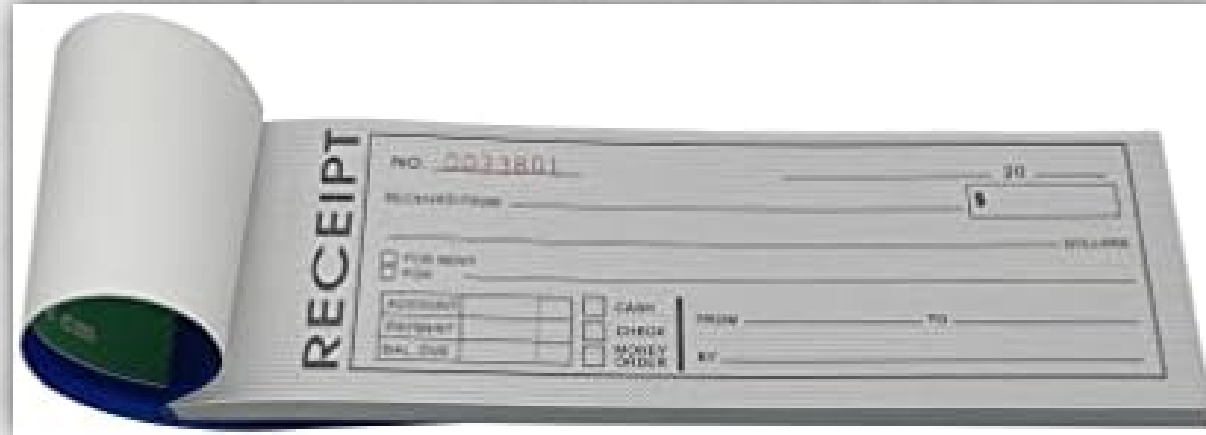
- Not recommended, if must be done should be direct from vendor to participant.
- If mailing by custodian, secondary witness (univ employee) must be present and sign off on mailing.
- Certified Mail required for larger payments (>\$50). Recommended for all.

DISTRIBUTION



EXAMPLE – RECEIPTS / DISTRIBUTION

Pre-Numbered Receipt Book (Sequential, Document discrepancies)



Completed Receipt

Participant Initialed receipt of the payment.

RECEIPT

Date: 10/20/2024 Receipt Number: 1001

Amount Received: \$50.00 Amazon Gift Card #10521356897

For Payment Of: Visit 1

Received By: #001 PM Received From: Holly Day

Electronic Cards

amazon.com

Final Details for Order #123-4567891-1234567
[Print this page for your records.](#)

Order Placed: September 27, 2022
Amazon.com order number: 123-4567891-1234567
Order Total: \$50.00

Gift Cards

Sent	Amount
E-mail gift card to: bob.smith@exampleemail.com	\$50.00
- From: Holly Day	
- Message: Hello Bob, - Thank you for participating in the campus-wide survey process. Included is an Amazon gift card to recognize your efforts completing!	

Payment information

Item(s) Subtotal:	\$50.00

Total before tax:	\$50.00
Estimated tax to be collected:	\$0.00

Grand Total:	\$50.00

Mailing by Custodian

Witness Memo or Log Templates

Department:				Custodian:			
Speedtype:				Witness Name:			
Approval Period:							
As witness to the gift card mailing, I certify the following:							
A. I witnessed the insertion of gift card for this mailing. Based on the number of mailings and incentive denomination, all gift cards were accounted for.							
B. I witnessed the drop off of the mailing at the Mail Center or Post Office.							
Date Purchased	Serial Number	Type of Card	Card Amount	Date Disbursed	Payment Purpose	Recipient Name or Participant ID Number	Witness
1							
2							
3							
Witness Contact Information							
Witness Printed Name and Title				Phone Number			
Witness Signature							

Gift Card Mailing Form

Mailing Date: _____
 Department Name: _____
 Custodian Name: _____
 Speedtype: _____

Total Amount Mailed: _____

Mailed Card(s) Information:			
Serial Number	Card Amount	Payment Purpose	Recipient Name/ID

As gift card custodian, I certify the following:
 I received prior approval from the Finance Office to purchase the cards and send them through the mail. Insertion of the cards for mailing was witnessed as indicated below.

Once the insertion was completed, the mailing was immediately taken to the Mail Center or Post Office, observed by the witness below (either in-person meeting, or virtual meeting)

Based on the number of mailings, all gift cards were accounted for. If there were cards remaining, they have been documented by serial number on this form and signed off by the witness to the mailing.

Custodian Signature

Date

As witness to the mailing, I certify the following:
 I witnessed the insertion of the gift cards for this mailing. Based on the number of mailings, all gift cards were accounted for.
 I witnessed the drop off the mailing at the Mail Center or Post Office.

Witness to the mailing Signature

Date

TRACKING



Tracking Log / Audit Log is required.

Must include the following fields:

- Purchase Date
- Card Serial Number (or order number)
- Distribution Date
- Denomination
- Card Type
- Payment Purpose
- Recipient Name or Study Subject ID Number
- Receipt Number (if applicable)

Tracking Log must include all Gift Cards associated with the authorization. (ie. Cards purchased but not distributed).

- Should be clear to an outside reviewer.
- If change in Speedtype indicate on log where charges begin hitting the new Speedtype.
- Separate Authorizations need their own log.
- Do not combine multiple gift cards into one line.

TRACKING LOG EXAMPLE

Department:	Financial Services							
Custodian:	Holly Day							
Speedtype:	63412345							
Approval Period:	5/1/2019 - 5/1/2020							
	Date Purchased	Serial Number	Type of Card	Card Amount	Date Disbursed	Payment Purpose	Recipient Name or Participant ID Number	Recipient Initials or Participant Receipt Number
1	1/1/2020	123456789	Target	\$ 20.00	1/15/2020	Survey #1 Completion	Joe Smith	Receipt 101
2	1/1/2020	234567890	Target	\$ 20.00	1/18/2020	Screening Visit	Bob Roberts	Receipt 102
3	1/1/2020	345678901	Amazon	\$ 20.00				
4	1/1/2020	234586310	Amazon	\$ 20.00				
5	Gift Card Reconciliation:							
	Cards Purchased:							4
	Amount Disbursed:							2
	Cards On-hand:							2

RECEIPT

Date 1/15/2020 Receipt Number: 101

Amount Received: \$20 Target Gift Card #123456789

For Payment Of: Survey #1 Completion

Received By: Joe Smith *Joe Smith* Received From: Holly Day

Department:	Financial Services							
Custodian:	Holly Day							
Speedtype:	63412345							
Approval Period:	9/1/2022 - 9/1/2023							
	Date Purchased	Order Number or Gift Card Serial Number	Type of Card	Card Amount	Date Disbursed	Payment Purpose	Recipient Name or Participant ID Number	Recipient Email Address
1	9/27/2022	Order #123456789	Amazon	\$ 50.00	9/27/2022	Survey #1 Completion	1234	bob.smith@exampleemail.com
2	9/27/2022	Order #123456789	Amazon	\$ 20.00	9/27/2022	Survey #1 Completion	1235	john.roberts@exampleemail.com
	Gift Card Reconciliation:							
	Cards Purchased:							2
	Amount Disbursed:							2
	Cards On-hand:							0

amazon.com

Final Details for Order #123-4567891-1234567
[Print this page for your records.](#)

Order Placed: September 27, 2022
Amazon.com order number: 123-4567891-1234567
Order Total: \$50.00

Gift Cards

Sent	Amount
E-mail gift card to: bob.smith@exampleemail.com	\$50.00
- From: Holly Day	
- Message:	
Hello Bob,	
- Thank you for participating in the campus-wide survey process. Included is an Amazon gift card to recognize your efforts completing!	

Payment information

Item(s) Subtotal:	\$50.00

Total before tax:	\$50.00
Estimated tax to be collected:	\$0.00

Grand Total:	\$50.00

What is Reconciliation?

Cards Distributed + Cards on Hand = Purchased Cards

- Reconciliation should occur each time new cards are purchased and at least quarterly.
- Secondary individual (ideally dept approver, admin, etc.) should reconcile with custodian on quarterly basis.
- Match purchases to Financial Report in CU Data (ensure charges have hit the appropriate Speedtype & Account Code).

Audit:

- Fiscal Compliance periodically reviews records related to gift cards.
 - In-person review.
 - Desk review.
 - Expense allocation report.
- Internal or External Audit could also ask to review gift cards.
- All gift card inventories, and documentation must be available for audit.
- Departmental reviewers/spot audits are also common and recommended.

RECONCILIATION & AUDIT



TAX REPORTING

Calendar Year: January 1 – December 31



Tax Reporting is determined according to gift card use & dollar amount.

- Study Subject participation (> \$100 in calendar year).
- Non-Employee Participation/Recognition (> \$100 in calendar year).
- Employee Participation/Recognition (any dollar amount).

Reporting Process

- Must be completed at end of each calendar year or at close out if earlier.
- **Study Subject Reporting:**
 - 1099MISC Spreadsheet completed and sent to PSC securely for Study Subject Participation. (Custodians receive an email with instructions).
- **Recognition Reporting** – submitted within 60 days of the event/payment.
 - Non-Employee Participation/Recognition send Recognition Reporting Form (RR) to PSC.
 - Employee Participation/Recognition send Recognition Reporting Form (RR) to Employee Services.

How long do we maintain the W-9?

- Must be maintained in line with Record Retention Policy ([APS #2006](#)).

When to Update:

- Any changes to the operations of the program must receive approval through Fiscal Compliance.
- **Examples of changes:**
 - New Speedtype
 - Change of Start or End Date
 - Amount Changes
 - Card Denomination / Payment Amounts
 - Amt per Individual in a calendar year change
 - Distribution format
 - Custodian
 - Location

How to Update:

- Fill out blank Gift Card Authorization Request Form identifying necessary changes. Custodian & Org Unit Authorizer must sign.
- Submit to pcgc@ucdenver.edu for processing with a copy of last approved authorization, current tracking log, and most updated Internal Controls.

UPDATING AN AUTHORIZATION

Action Requested:

- | | | |
|---|---|--|
| <input type="checkbox"/> Change SpeedType | <input type="checkbox"/> Change Location | <input type="checkbox"/> Change End Date |
| <input type="checkbox"/> Change Amount | <input type="checkbox"/> Change Custodian | <input type="checkbox"/> Other Change |

PROGRAM CLOSURE

When Gift Card Programs have passed their authorized end date / are no longer needed they must be officially closed out through Fiscal Compliance.

To Close a program, send an email with the following documentation to pcgc@ucdenver.edu so we may initiate the close out review.

- Gift Card Authorization Form
- Completed Tracking Log
- Purchase Receipt(s)

How can you help with the close out review?

- Clearly identifying any excess gift cards and the plan for them.
- Provide completed documentation (ie. All tracking log fields).
- Providing an m-Fin Financial Detail report with charges matching to the tracking log (on correct Speedtype(s) and Account Code).
- Confirm if reporting for calendar year has already been completed.

NEW – Gift Card Program Close Out Checklist

- Recently developed to aid in close out review.
- Will be shared with attendees and included on our website.
- Recommended to be submitted with close out requests, goal to make this a required attachment in the future for Denver | Anschutz. Date TBD.



GIFT CARD PROGRAM CLOSE OUT CHECKLIST



> 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)

OVERPURCHASING & EXCESS CARDS



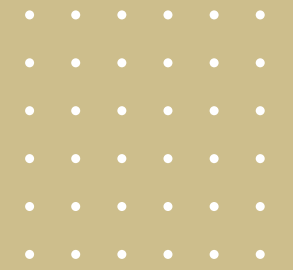
Ways to reduce excess cards:

- Purchase on as-needed basis to prevent excess inventory.
- As you near end of program slow purchasing.
- Utilize electronic format gift cards, no inventory they are purchased and distributed at the same time.

What if I do have extra cards?

- It is generally difficult to obtain refunds for unused gift cards (however may be an option depending on vendor).
- If there is another authorized gift card program in your unit that can utilize the cards, they can be transferred. (The expense must be moved to appropriate funding source and transfer documented on tracking logs).
- Individual who overpurchased can personally reimburse for the cards and then utilize for personal use. Cash Receipt to Bursar's Office and funds deposited to same Speedtype & Acct where expense hit.
- Discuss with Fiscal Compliance team (pcgic@ucdenver.edu).
- Expense cannot remain on restricted funding source (Fund 30/31) – be aware of closure of these funding sources.

LOST OR STOLEN CARDS



Any shortage must be reported to Fiscal Compliance immediately (pcgc@ucdenver.edu).

- Custodians are responsible for lost or stolen cards and may be required to reimburse the University depending on the specifics.
- Investigate what led to the missing gift card(s).
- Understand timeline of when shortage occurred.
 - Regular reconciliation helps pinpoint timing.
- Police Report may need to be filed depending on specifics.
- Lost or stolen cards cannot be charged to a restricted funding source (Fund 30/31).

CRITICAL COMPLIANCE ISSUES

- Stacking Payments
- Delayed Payments
- Exceeding Denomination Thresholds

- Gift Cards are meant to be issued at time of completion or close to that time, if you are wanting to pay a lump sum to the participant at the end of multiple visits that should be paid through check (SSP Form or PA Form).
- The Denominations Field on the form are the only denominations that are approved to be purchased.
- The FPS: Gift Cards prohibits Study Subject Payments to be issued via gift card when the individual payment exceeds \$100.
- Paying multiple gift cards in the same day to circumvent these limits is also non-compliant.

Example:

Card Type (ex: Target):	Amazon, Target, Walmart
Card Denominations:	\$25, \$50, \$75, \$100
Distribution Method (Physical or Electronic Cards; In-person, Email, or Mail)	Electronic Cards via Email

Payment Schedule for Study	
Visit 1	\$25
6 Month Follow-Up	\$50
6 Month Survey Completion	\$25
12 Month Follow-Up Interview	\$100



COMPLIANCE REMINDERS

- Follow your authorization & request updates timely.
- Allocate to the Speedtype & Account Code indicated on your approved form.
- Communicate with your unit to prevent duplicate purchasing.
- NO Procurement Card Sharing.
- Virtual Meals are not allowable (includes meal vouchers).
- If required to collect W-9 obtain prior to payment.
- Complete required year-end tax reporting if required.
- If you do not have a Gift Card Authorization in place, gift cards should not be purchased or distributed.

TRAINING & RESOURCES

Online Custodian Training Course Percipio Course #U00224



CU: Custodian Responsibilities – Gift Cards, Petty Cash, and Change Funds

COURSE | 30m | CU | English | Everyone

Launch

This course is required for CU Denver, CU Anschutz, and UCCS employees who are first-time custodians overseeing gift card, petty cash fund, or change fund programs. After completing this course, you should be able to describe and follow the rules and guidelines for managing a compliant program as well as locate and refer to relevant resources.

Fiscal Compliance Website Resources > Gift Cards

Fiscal Compliance

Financial Services

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Gift Cards

Gift Cards are cash-like instruments used in lieu of cash or check. Gift Cards are commonly used for study subject compensation, survey incentives, recognition, and honoraria. The set-up of a gift card program must be approved **PRIOR** to the purchase or distribution of any gift cards. Fiscal Compliance is here to help answer questions, coordinate approvals, and ensure University policies and procedures are followed. Please allow up to two weeks for processing requests (once all required information is obtained).

If you are considering starting a gift card program, you should familiarize yourself with the related policies, procedures, and associated resources outlined below.

Procedural Statements	Custodian Training Requirement	Forms	Additional Resources
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Procedural Statement Name	Purpose
FPS: Gift Cards	Sets forth the requirements for the authorization of gift cards use.
FPS: Recognition & Training	Sets forth University rules and requirements for using University funds to pay for recognition and training for employees, associates, and other individuals (including students); and, to provide reasonable assurance that recognition awards, rewards, and prizes distributed by the University are properly captured and subject to appropriate tax reporting.
FPS: Sensitive Expenses	Outlines the allowability of certain sensitive expenses.
PPS: Study Subject Payments	Sets forth University requirements for processing study subject payments.

THANK YOU!



PCGC@ucdenver.edu



<https://www.cuanschutz.edu/offices/fiscal-compliance>

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