

How to Close a Gift Card Program

This document will walk you through the steps to close an approved gift card program.

When a Gift Card Program is ready to be closed (all cards distributed, or approved end date occurs), the Finance Office should be notified so the authorization may be officially closed.

Steps:

Please email the following documentation to pcgc@ucdenver.edu to close out your program:

- The Signed Approval for the Gift Card Program & any approved update forms
- Tracking logs signed (or initialed) by the recipient of the card including serial numbers, dates purchased/distributed, etc.
- Please note any additional cards remaining on hand at the end of the program for additional instructions.

The finance office will complete a desk audit of the program to make sure all is in order. There may be additional follow-up questions or steps to be taken.

Once our review is completed – you will receive official notification that the Gift Card Program has been closed. Once the program is officially closed no additional gift cards may be purchased under that authorization.

For more information please email pcgc@ucdenver.edu