

Gift Cards

Overview:

The University treats gift cards as “cash-equivalents”; gift cards must be handled with the same guidelines as cash. Proper controls over gift cards must be in place to ensure they are purchased properly and kept safe and secure. Gift cards cannot be given out as gifts and are mostly used for participant payments.

Buying Gift Cards:

- Gift cards must be purchased with personal funds and submitted to OFA for reimbursement
- Gift cards *cannot* be purchased with an ASU P-Card (FIN421-05)
- Submit the COPP Reimbursement/Purchase Request Form along with:
 - o Detailed explanation as to why the gift cards fulfilled the goal of the program(s) and the public purpose served
 - o **Original** receipt for the purchase of the card(s)
 - o Signed statement with the following information:
 - Nature of the project the cards were purchased for
 - Why cards were provided (i.e. participant payment in accordance with ethical treatment of human subjects)
 - Dollar value of each card
 - How cards are kept secure (i.e. locked box inside a locked desk drawer/cabinet)
 - Distribution records information (i.e. participant log or anonymous participant log kept with project personnel due to confidentiality restrictions)
 - Must follow guidelines on allowable amounts (FIN 420-04)
 - Gift Cards in excess of \$25.00 **must** be reported to HR

Handling Gift Cards:

- Gift cards are treated as cash-equivalents and should be kept in a secure, lockable cash box or locking desk or cabinet
- Please keep the number of people with access to the cards as low as possible (no more than five people)
- The custodian of the gift cards is responsible for any lost or stolen cards

Distributing Gift Cards:

- A log must be kept which records how, when, and to whom the gift cards were distributed to. These logs can remain confidential and remain with project personnel if confidentiality restrictions apply. The log should include the following information:
 - o Recipient's name*
 - o Date of distribution
 - o Description/purpose of gift card
 - o Amount/value
 - o How value was determined, (i.e.: retail value)
 - o Recipient's signature acknowledging receipt of the gift card*
 - o Indicate whether recipient is a U.S. citizen, permanent resident, or a nonresident alien
 - o Indicate if recipient is an ASU employee or student
- *If confidentiality is an issue, please note this is the case in lieu of names/signatures



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PAYMENT OF AWARDS OR INCENTIVES (FIN 420-04)

Type of Award	Amount	Awarded to:	Approval	Department Must Report Transaction to:
Non-monetary	Less than or equal to \$100	ASU employees	Department	NA
Non-monetary	\$101-\$999	ASU employees	Dean or VP	Payroll Services ⁽¹⁾
Non-monetary	Greater than or equal to \$1,000	ASU employees	Provost or applicable Senior or Executive VP	Payroll Services ⁽¹⁾
Non-monetary	Less than or equal to \$100	Students	Department & Tax Services	NA
Non-monetary	Greater than or equal to \$101	Students	Dean or VP and Tax Services	Student Financial Aid Office
Non-monetary	Less than or equal to \$100	Guests (US citizens and resident aliens)	Department	NA
Non-monetary	Greater than or equal to \$101	Guests (US citizens and resident aliens)	Dean or VP and Tax Services	NA
Non-monetary	Any amount	Guests (foreign nationals and non-resident aliens)	Dean or VP and Tax Services ⁽²⁾	NA
Monetary ⁽³⁾	Less than or equal to \$25	ASU employees	Department	NA
Monetary ⁽³⁾	\$26-\$999	ASU employees ⁽⁴⁾	Dean or VP	Payroll Services ⁽¹⁾
Monetary ⁽³⁾	Greater than or equal to \$1,000	ASU employees ⁽⁴⁾	Provost or applicable Senior or Executive VP	Payroll Services ⁽¹⁾
Monetary ⁽³⁾	Less than or equal to \$100	Students	Department and Tax Services	Student Financial Aid Office
Monetary ⁽³⁾	Greater than or equal to \$101	Students	Dean or VP and Tax Services	Student Financial Aid Office
Monetary ⁽³⁾	Less than or equal to \$100	Guests (US citizens and resident aliens)	Department	NA
Monetary ⁽³⁾	Greater than or equal to \$101	Guests (US citizens and resident aliens)	Dean or VP and Tax Services	NA
Monetary ⁽³⁾	Any amount	Guests (foreign nationals and non-resident aliens)	Dean or VP and Tax Services ⁽²⁾	NA


⁽¹⁾When reporting faculty or staff awards to Payroll Services, departments must indicate if the award is retirement- or length-of-service-related. Retirement and length of service awards have different tax thresholds of tax reporting than other services or performance awards.

⁽²⁾All monetary and nonmonetary awards to guests who are foreign nationals or non-resident aliens must be approved by Tax Services to ensure compliance with all applicable tax reporting requirements.

⁽³⁾Monetary awards include cash and cash equivalents such as gift cards and gift certificates.

⁽⁴⁾All monetary awards to faculty and staff greater than \$25 must be processed through Payroll Services.

Refer to [FIN 420-04 \(http://www.asu.edu/aad/manuals/fin/fin420-04.html\)](http://www.asu.edu/aad/manuals/fin/fin420-04.html), "Payments of Awards or Incentives," for background and policy information.

Feedback 
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