***[Department Name]***

***Internal Controls Policy for Gift Cards***

**Purpose:** To provide for the proper safeguarding of gift cards within [Department Name]

In addition to the controls outlined below, [Department Name] staff using gift card cards will follow all guidelines associated with the PSC Procedural Statement, Gift Cards (available at <http://www.cu.edu/psc/psc-procedural-statement-gift-cards-gc>).

**a. *Custody***

One staff member of [Department Name] will serve as the custodian of the gift cards. In most cases, the person responsible for dispensing gift cards should hold this responsibility. Any changes in custodian will be approved by the project manager for the study before custodian change paperwork is completed and sent to Finance.

**b. *Securing***

Physical gift cards will be kept in a locked box in a locked cabinet/drawer. The custodian will have access to the keys for the box and cabinet, and will be responsible for making keys accessible to others when appropriate.

Electronic gift cards, or corresponding links or serials numbers, will be stored in a password protected file in a locked folder on the [Department Name] drive (or other secured drive) on the shared server.

**c. *Tracking***

Gift card custodians will use the Audit Log template provided by Finance to track gift card distributions to study subjects and survey participants. **The custodian will contact** [**PCGC@ucdenver.edu**](mailto:PCGC@ucdenver.edu)if there are questions about the information that needs to be tracked when gift cards do not meet the standard criteria outlined in the Audit Log provided.

Distribution: When someone other than the gift card custodian must distribute gift cards, the distributor will check out gift cards from the custodian using the Memorandum of Transfer provided by Finance and the distributor will use a pre-numbered receipt book to track the distribution of cards.

Mailing gift cards: When gift cards are distributed via mail, the Business Officer, or another [Department Name] staff member to whom the Business Officer has delegated authority, will witness the distribution of gift cards by mail. The witness will sign a Gift Card Distribution Form (available in [insert File Path here]) stating that they witnessed the mailing of the cards and citing the corresponding serial numbers.

E-mail or electronic distribution: When gift cards are distributed electronically (by email or other electronic means) and are not physically present in the [Department Name] offices, the custodian will track the appropriate information related to gift cards being purchased and distributed. **The custodian will contact** [**PCGC@ucdenver.edu**](mailto:PCGC@ucdenver.edu)if there are questions about the information that needs to be tracked when gift cards do not meet the standard criteria outlined in the Audit Log provided.

***Example:*** *Starbucks gift cards distributed by Starbucks directly to recipients via e-mail. Serial numbers are not given to the purchaser, and so individual cards cannot be tracked. In this case, the custodian will modify the Audit Log to track the Event information for the participant, the date of the card order, the date Starbucks confirmed they were sent, and* ***the Order Number*** *for the gift cards sent, in addition to the PeopleSoft Journal ID, and gift card purpose.*

***d. Voids.***

Before voiding gift certificates, custodians will contact the vendor for related conditions and refund procedures. Voided gift certificates need to be defaced and sent to the Business Officer [Insert Departmental Business Officer/Business Administrator Name here]. Any refund monies received from the vendor shall be deposited immediately to the appropriate university speedtype against the expense.

***e. Lost cards.***

[Department Name] staff acting as custodians of gift cards will report any lost or stolen cards to the Finance Office immediately upon discovery of the discrepancy.

***f. Inventory.***

The custodian will conduct monthly reconciliations to ensure that the cards purchased and distributed agree with those in the Audit Log. Quarterly, the custodian will have the Business Officer, [Insert Departmental Business Officer/Business Administrator Name here], review and sign off on the reconciliation.