

GIFT CARD & CASH EQUIVALENT PURCHASE AUTHORIZATION

This form is to be used to obtain authorization. A copy of this approved form, original detailed receipt or invoice, and hospitality form must accompany the PCard reconciliation, Direct Pay form, or requisition. A copy of all gift card documentation should be maintained by the Department initiating the purchase of gift cards. **Gift cards may not exceed \$50 each, per recipient, per event.**

The Requestor is responsible for the following reporting:

- Gift cards given to a CSUDH employee are always reportable as wages, regardless of amount, and must be reported to Payroll.
- Gift cards given to a CSUDH student must be reported to Financial Aid.

Please refer to [Hospitality Policy](#).

STEP 1: PROVIDE INFORMATION																			
<p>What are the gift cards for?</p> <p>Opportunity drawing at an event. Event name & date: Opportunity drawing for participating in a survey. Survey name: For participating in a survey. Survey name: Award (academic) for meeting eligibility criteria, part of official award ceremony. Event name:</p> <p>Who could receive the gift card?</p> <p>students employees student employees community members</p> <p>When do you expect all gift cards to be distributed by (month/year)?</p>	<p>How much and how many?</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">Gift Card value (each)</th> <th style="padding: 5px;">Quantity</th> <th style="padding: 5px;">Total Cost</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>What type of gift cards?</p> <p>DH bookstore Campus dining meal card Other</p>	Gift Card value (each)	Quantity	Total Cost															
Gift Card value (each)	Quantity	Total Cost																	

STEP 2: SIGN this form. By signing this form, you are agreeing to:			
<ul style="list-style-type: none"> • be responsible for the safekeeping of all gift cards and cash equivalents in a secure location until they are awarded (i.e. a locked desk or office). See Gift Card & Cash Equivalent Security policy. • be the person responsible for all gift card requirements • maintain a copy of all documentation related to this request (see step 5) and provide upon request during an audit • perform Financial Aid or Payroll reporting as applicable (see step 6) • submit final documents after all cards have been distributed (see step 7) • notify Accounts Payable if you change positions and transfer this responsibility to someone else 			
REQUESTOR NAME:	SIGNATURE:	DATE:	EXTENSION:

STEP 3: OBTAIN APPROVALS			
FISCAL OFFICER/ARM NAME:	SIGNATURE:	DATE:	EXTENSION:
VICE PRESIDENT:	SIGNATURE:	DATE:	EXTENSION:
CHIEF FINANCIAL OFFICER/DESIGNEE NAME:	SIGNATURE:	DATE:	EXTENSION:

STEP 4: PURCHASE gift cards
Make purchase using Pcard, Direct Pay to merchant, or Purchase Order. Reimbursement not permitted.

STEP 5: MAINTAIN LOG
Maintain log of cards & recipient - Template

STEP 6: REPORT
<ul style="list-style-type: none"> • REPORT student recipients to Financial Aid by emailing the completed log from Step 5 to Rosa Ornelas. • REPORT employee and student employee recipients to Payroll by completing 676P form (leave SS# blank) and submit to PayrollServices@csudh.edu

STEP 7: SUBMIT
<p>If using Pcard and distribution is complete at time of Pcard reconciliation, include everything with reconciliation packet.</p> <p>If not using Pcard or if distribution was completed after previous Pcard reconciliation, submit documents to payables@csudh.edu for closure.</p> <ul style="list-style-type: none"> • Final, complete copy of log, including any electronic gift card notifications in lieu of signature • Proof of Financial Aid Reporting or Payroll reporting, as applicable • Copy of this original Gift Card Authorization form <p>If you have cards leftover:</p> <ul style="list-style-type: none"> • Attempt to return the cards for a refund • If not refundable, include a proposal for using the leftover cards (the above process will remain in effect until all cards are distributed)