



The University Corporation
Research, Investments and Commercial Services
California State University, Northridge

Policy Number: CO013

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John Griffin, Chief Financial Officer

Title Gift Card Controls

Purpose

The University Corporation, (TUC) Gift Card consists of the A La Dining Card which is solely administered by TUC. Subway and Juice It Up gift cards programs utilize independent merchant services and TUC accounting for administrative purposes. Gift cards are meant to serve as an alternative form of payment.

Procedure:

A La Dining Gift cards are sold at all TUC food and retail operations. Franchise cards may be purchased at their respective locations. Forms of accepted tender include cash, MC, or Visa. All gift cards transactions are recorded via our POS System regardless of type.

A La Dining Cards:

1. A la Dining Cards are activated with a zero balance in the food service administration office and distributed to the food and retail operations. Cards are available for sale at each register. Cashiers complete a four step transaction on the POS terminal to add or redeem funds.
2. A La Dining Cards are tracked using a dedicated button on the register. A tender report compiles the information as a summary. The POS System records and archives the cards' activity.
3. A La Dining Cards are not protected if lost or stolen and are transferrable.
4. Sales are recorded on the Daily Sales Report (DSR) and submitted to the Cash Room.
All card redemptions are reconciled to the daily Infogenesis reports before recording them to the general ledger.
5. A La Dining Card customers are not required to shown ID or sign their receipt. The card's balance appears on each receipt for review.

Franchise Gift Cards:

1. Franchise gift cards use a dedicated merchant service's processor where each card is recognized when swiped to add or redeem funds. Cashiers and managers each utilize a PIN number to access to add or redeem funds. Only management is authorized to add funds to a card.
2. Franchise gift cards are tracked using a dedicated button on our POS terminal. A tender report compiles the information as a summary. All transactions are recorded by the merchant service company and our POS System. The processors download a daily report that is sent along with the DSR to the Cash Room.
3. Transactions are archived on password protected web sites for management review and as a check against the merchant service transaction reports. Monthly reconciliation is provided by the merchant service company.
4. Franchise gift cards may be protected if registered through the merchant service company. TUC is not involved in this process.