

**California State University, Northridge  
University Student Union**

**Fiscal Policy**

**SUBJECT:** Gift Cards

**POLICY:** All procurement of gift cards must be approved by a member of the management team prior to purchase and stored in a secure location until distributed to the authorized recipient.

**DEFINITION:** For the purposes of this policy, “gift card” may also include, but is not limited to, movie passes, theme park passes, and event tickets.

*Recommended by the Finance Committee on March 07, 2017*

*Approved by the University Student Union, Board of Directors on March 13, 2017 (effective 07-01-17)*

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**Procedures**

**1. Procurement Process**

- A. All requests to purchase gift cards must be approved by a member of the management team via the Gift Card Purchase Request Order Form.
- B. Gift cards must be delivered to the Accounting & Finance cashier office within one (1) business day after receipt for storage in the cashier safe.
  1. Receipts verifying the quantity and dollar amount of the gift card purchase must be provided when the gift cards are delivered to the cashier office.
    - Original receipts for gift cards purchased with petty cash or personal debit or credit cards.
    - Copy of the original receipts for purchases made with a corporate credit card.
- C. The Accounting Manager/designee will keep a perpetual inventory of all gift cards that are stored in the safe. The log will include the following information:
  1. General information
    - Date of purchase
    - Requesting department
    - Request name
    - Purpose
  2. Type, quantity and dollar amount of gift cards purchased.
  3. Type, quantity and dollar amount of gift cards distributed to authorized recipients.
  4. Type, quantity and dollar amount of gift cards remaining.

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D. The cashier window is the only location where gift cards will be distributed to department representatives or gift card recipients.

1. If the authorized gift card recipients are present at the Cashier window, they will sign a log evidencing that the gift card was received.

- The log will include the following:

- Department number
- Gift card recipient
- Signature
- Date received
- Gift card type
- Gift card quantity
- Gift card total dollar amount
- Gift card purpose

- Individuals who are designated to receive gift cards must show identification to verify that they are the authorized gift card recipient.

2. If it is not feasible for the gift card recipient to be present at the cashier window, a department representative can sign the log evidencing that the gift card will be disbursed to the recipient.

- The department representative will complete a Gift Card Proxy Form and the recipient will sign it upon receipt of the gift card. The form will then be turned into the cashier's office to verify that the gift card was received by the recipient.
- It is not required that the department manager request identification from the intended gift card recipient; this is optional.

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**2. Internal Controls**

- A. The Accounting Manager/designee will download an Excel spreadsheet from the intranet that summarizes all the information from the Gift Card Purchase Request Order Form.
1. The Accounting Manager/designee will verify that the total dollar amounts of the gift cards purchased have been delivered to the cashier office for storage in the safe.
  2. The Accounting Manager/designee will investigate and document any variances between the total dollar amount of the gift cards from the Gift Card Purchase Request Order Form and the total dollar amount of the gift cards delivered to the cashier office.
  3. Nonobservance of these procedures may result in the suspension of the privilege to purchase gift cards.

**3. Policy Exceptions**

When appropriate and necessary, the Executive Director/designee may make a limited exception to this policy and procedure. The purpose of the exception must be documented in writing and signed by the Executive Director/designee.