

Governing Body:	OUS, SOU	Policy Number:	FAD.073 (formerly FAD.044)
Policy Contact:	Director of Business Services	Date Revised:	
Custodial Office:	Business Services	Date Approved:	8/8/12
Approved By:	President, Cabinet	Next Review:	Aug 2015
Related Policy:			

A. Purpose

To document the University's policies and procedures around the use of issuing gift certificates.

B. Definitions

Compensation: Payment for services in an employment capacity.

Gift Certificate: Non-cash note given for the purpose of purchasing items through a store.

Scholarship: Cash award issued to student in recognition of need, or scholastic achievement.

C. Policy Statement

Gift certificates and other non-cash items may be given to volunteers who serve on a test panel or survey group. Gift certificates can also be issued as an award to students in recognition of achievement. Any cash awards to students must be issued as a scholarship through the Financial Aid Office. Cash awards will not be issued to volunteers.

Gift certificates may not be issued as compensation for services provided. All compensation for services must be processed through the SOU Payroll Office.

The purchase of gift certificates is limited to purchases through the SOU Bookstore.

The maximum value not to exceed \$50.

No more than one gift certificate can be awarded to a recipient for each activity resulting in the issuance of a gift certificate.

Gift certificates can not be redeemable for cash.

Departments purchasing gift certificates with institutional funds must disclose to the SOU Bookstore the intended purpose for the gift certificates.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.

D. Policy Consultation

OUS Controller's Office
SOU Business Services
SOU Bookstore

E. Associated Procedures or Other Information

SOU Bookstore will be responsible to:

- 1) maintain a list of gift certificates purchased by departments using SOU funds.
- 2) document the department's intended purpose for the use of the gift certificates.
- 3) redeem gift certificates when presented.

SOU Department will be responsible to:

- 1) safeguard any gift certificates purchased with SOU funds.
- 2) issue gift certificates in accordance with this policy.
- 3) maintain a list of individuals who receive gift certificates on behalf of the SOU department.
- 4) maintain a reconciliation of gift certificates purchased, issued to recipients, with those certificates still being held by the department.
- 5) forward the gift certificate reconciliation to SOU Business Services Accounting once a year, for the period ending December 31st.

SOU Business Services will be responsible to:

- 1) audit institutional gift certificate purchases, when purchased with University funds.
- 2) issue tax documents in accordance with IRS requirements.

Expense account codes used in the purchase of Gift Certificates:

- > Awards to Students = 20168
- > Testing Group Incentives = 20190

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.