

Policy Title:	Campus Use of Gift Certificates
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Governing Body:	Southern Oregon University	Policy Number:	FAD.073
Policy Contact:	Director of Business Services	Date Revised:	April 2019
Custodial Office:	Finance and Administration	Date Approved:	May 16, 2019
Approved By:	President	Next Review:	
Related Policy:			

Revision History

Revision Number:	Change:	Date:
	Initial version	August 2012
1	Update Format	March 2017
2	Revised	April 2019

A. Purpose

To document the university's policy on the purchase and issuance of gift cards/certificates.
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B. Definitions

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| <ol style="list-style-type: none"> 1. Agency Funds: Funds belonging to an outside group/organization, but are being managed by SOU as a convenience for the outside group/organization. 2. Compensation: Payment for services in an employment capacity. 3. Gift Certificate (includes Gift Card): Non-cash note given for the purpose of purchasing items in a store or online. 4. Institutional Funds: Any funds passing through any SOU index or fund. These include agency funds and student fees. |
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5. Scholarship: Cash award issued to a student in recognition of need or scholastic achievement.

C. Policy Statement

1. Institutional funds may be used to purchase gift cards/certificates for:
 - (a) Volunteer(s) serving on a test panel or survey group.
 - (b) Volunteer(s) participating as a test subject connected to a research project.
 - (c) Student(s) in recognition of achievement or as an incentive to participate.
 - (d) Awards for approved contests.
2. Limitations on the purchase of gift cards/certificates with institutional funds:
 - (a) The value of a single gift card/certificate must not exceed \$50.
 - (b) Gift cards/certificates must not be redeemable for cash.
 - (c) Gift cards/certificates may not be used as compensation for services provided, including those services provided by volunteers. All compensation for services must be processed through the SOU Payroll Office.
 - (d) An individual must not receive more than one gift card/certificate for each activity resulting in the issuance of a gift card/certificate.
 - (e) Any cash awards to students must be issued as scholarships through the Financial Aid Office or the SOU Foundation.
3. Purchase of gift cards/certificates must adhere to the Purchase of Gift Cards/Certificates procedure. Otherwise, the purchaser may be subject to personal liability for the cost of the gift cards/certificates.
4. Misuse of gift cards/certificates may result in disciplinary action consistent with applicable personnel policies.

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

D. Policy Consultation

Business Affairs Council, Academic Affairs Council, Business Services, Service Center and Policy Council. Policy was posted on April 22, 2019 for community comment.

E. Other Information

1. The SOU Service Center will:

- (a) Maintain a list of gift cards/certificates purchased using SOU funds, including a list of recipients and tax information.
- (b) Document the department's intended purpose for the use of the gift cards/certificates, to confirm they are appropriate for the situation.
- (c) Record the expense to the department using the appropriate expense account code.
- (d) Audit the department, to reconcile gift cards/certificates purchased and issued with those remaining on hand.
- (e) Notify Business Services if tax reporting is required.

2. SOU Departments will:

- (a) Safeguard any gift cards/certificates purchased with SOU funds.
- (b) Issue gift cards/certificates in accordance with this policy.
- (c) Provide the Service Center a list of individuals who receive gift cards/certificates.
- (d) Maintain a reconciliation of gift cards/certificates purchased and issued to recipients, with those cards/certificates still held by the department. Provide this information upon request.

3. SOU Business Services will:

- (a) Update policies and procedures to remain in compliance with IRS reporting requirements.
- (b) Issue tax documents in accordance with IRS requirements.

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.