

# Gift Card Purchase Procedure

There are two ways to obtain approved gift cards on campus.

1. Gift cards are able to be obtained on a purchase order through OSCAR with appropriate approvals. (Commodity Code = 94635)
2. Gift cards are able to be purchased for the Rensselaer's Collegiate Store with appropriate approvals.

## **Allowable Gift Card Purchases**

Gift card purchases are allowed if the card will be distributed for one of the following reasons:

- as a thank you or incentive for participating in Human Subject\* testing
- as incentive for participating in a survey
- as prizes at student, alumni or employee events

*\* There is a procedure specific to Human Subjects on the Finance web site. If the cards are being purchased for this reason, please review the Human Subjects procedure to ensure compliance.*

### **National Gift Cards**

Rensselaer has a preferred supplier in OSCAR to purchase gift cards – National Gift Card. This relationship was established to purchase gift cards for the specific purposes as outlined above. Before any gift cards can be ordered, approval must be obtained from either the Accounts Payable, Manager or AVP for Finance and Controller. The request form to obtain approval is provided below. This form must be attached to the Purchase Requisition in OSCAR and appropriate approvals must be obtained before Procurement Services will place the order.

### **Rensselaer Collegiate Store Cards**

Gift cards for the Rensselaer Collegiate Store can also be purchased and charged to your budget. Prior approval must be obtained from either the Accounts Payable, Manager or AVP for Finance and Controller. The request form to obtain approval is provided below. This form should be taken to the Collegiate Store and provided to the cashier at checkout.

Additionally, the individual ordering the cards must understand the responsibilities for accounting for the cards at distribution.

### **Prohibited**

You are not allowed to purchase a gift card and then use the card to purchase products for your department.

**Gift Card Procedure:**

- 1) Complete the Gift Card Purchase Request Form (see below) and obtain approval from the Accounts Payable, Manager or the AVP for Finance and Controller.
- 2) In some cases, the value of the gift card may be taxable income to the individual receiving the gift card. The Controller's Office will review the details in the memo at the time of approval and let you if there are taxable income consequences.
- 3) For National Card purchases, create a requisition in OSCAR and attach the approved form or take the approved form to the Collegiate Store.
- 4) Procurement Services will issue a PO for the National gift cards once all approvals have been completed.
- 5) When the cards are distributed you MUST complete the Distribution Form below to verify and account for all the cards that were distributed. The completed form should be attached to the purchase order in OSCAR as support. For Collegiate Store gift cards, please maintain a copy of the form in your records.
- 6) If the cards are being distributed as part of a Human Subjects project, you must follow the guidance provided in that policy which is posted on the Finance web site.

**Gift Card Purchase Request Form:**

Date: \_\_\_\_\_

National Card  Rensselaer Collegiate Card

Requestor: \_\_\_\_\_ Department: \_\_\_\_\_

Signature of Requestor: \_\_\_\_\_

We would like to request the purchase of the Gift Cards as described below:

The gift cards will be used for: \_\_\_\_\_

Number of cards needed: \_\_\_\_\_

Supplier you want the gift cards from: \_\_\_\_\_

Value you want on each card: \_\_\_\_\_

FOAPAL to be charged: \_\_\_\_\_

Date cards needed by: \_\_\_\_\_

Responsible party for the distribution of the cards: \_\_\_\_\_

Date cards will be distributed: \_\_\_\_\_

Approval must be from Accounts Payable, Manager or AVP for Finance and Controller:

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

