Electronic Gift Card (eCard) Purchasing Procedures

If the gift card purchase is $5,000 or **below**, refer to **section A**. If the gift card purchase is **above** $10,000, refer to **section B**.

A. Purchase $10,000 and below:

1. Submit a requisition in UShop, using the Campus Store Print & Carry Request, or the Amazon punch out, and attach the UShop Gift Card Purchase Request Form. A completed Gift Card Log will need to be kept in the department for auditing purposes.
2. For the Campus Store, electronic cards are purchased through the Campus Store website and recipient's verified email addresses are entered into the shipping information during checkout. The checkout process can be completed using either a PCard (with a completed gift card exemption for the PCard being used), or a Campus Store Print & Carry Request.
3. For Amazon, electronic cards are purchased through the Amazon punch-out and the recipient's verified email addresses will be entered Amazon's website.
4. There are no refunds or returns on gift codes once they have been sent.
5. Complete check-out process within UShop.
6. If you will be using a University PCard, prior to the purchase you must have an approved Gift Exemption form. Please submit the Gift Exemption Form Request on the [PCard Website](#) under Forms.
7. Implement Internal Control Requirements—see below.

B. Purchase above $10,000:

A procurement process is required unless there is an existing awarded agreement. A discount on orders over $2,500 may be available. Please contact the Purchasing Buyer.

1. Submit a requisition in UShop with the supplier 'ACI Gift Card' and the UShop Gift Card Purchase Request Form.
2. Once the requisition is received by Purchasing, the Buyer will provide the department with an Excel spreadsheet template from Amazon. The template will need to be completed by the department and attached to the requisition via comment to the Buyer. The template from Amazon should not be altered. Please note that if the gift code is sent to an incorrect email address it may not be possible to recover it. There are no refunds or returns on gift codes once they have been sent.
3. Prepayment Exception Request Form will need to be included with the requisition for the order total.
   https://fbs.admin.utah.edu/purchasing/forms_pur/
4. Buyer is responsible for submitting the recipient spreadsheet to Amazon for disbursement and will supply an invoice to the department.
5. The department initiates payment by forwarding the invoice, *with the PO number on it,* to Accounts Payable. Typical invoice processing time applies. A chartfield can also be included on the invoice to cover expedite fees, should expedited processing be required.
6. eCards are not sent until payment is received. Amazon processes orders on a first-in/first-out basis.
7. Once cards are sent, the Buyer will provide the department with a successful send report—see below for instruction on reconciling the list.
8. Implement Internal Control Requirements—see below.

Electronic Gift Card Internal Control Requirements (regardless of purchase total dollar value)

1. The requisitioning department should retain the recipient spreadsheet submitted to Purchasing for purchase and electronic gift card distribution.
   A) Purchasing has sole responsibility for communicating with the electronic gift card vendor.
   B) The department is responsible for ensuring recipient email addresses submitted for electronic gift cards are accurate.
2. Electronic Gift Card Reconciliation
   A) A reconciliation of electronic gift cards should occur no less than monthly by the process manager's supervisor or higher.
      i) Obtain the electronic gift card distribution detail from the vendor.
      ii) Reconcile the recipient spreadsheet submitted to Purchasing to the vendor distribution detail.
         Verify:
         a) Number of cards sent matches the number distributed.
         b) The value of cards sent matches the value distributed.
         c) Email addresses sent match email addresses in the distribution detail.

        iii) The following items should be recorded on the recipient log and uploaded as an attachment in UShop:
   - a) Reconciliation date
   - b) Confirmation of card count verification
   - c) Confirmation of value verification
   - d) Confirmation of email verification
   - e) Name of the person performing the reconciliation

3. Gift Cards to Students
   - A) Verify with Financial Aid/Scholarship office for students on scholarships, including international students for eligibility.
   - B) Some students may not be eligible unless the gift card is for a random drawing or offered to the public.

4. Gift Card lists for employees should be sent to Tax Services with the following information:
   - A) Employee Name
   - B) Employee uNID
   - C) Employee Job Code
   - D) Organization ID
   - E) Home Department
   - F) Gift Amount

5. Departments may contact Internal Audit for a review of proposed internal controls. Due to the high risk nature of gift card transactions, internal controls and documentation are subject to both internal and external audit review.

As the Gift Card Custodian, I have read and understand the internal control requirements for gift cards.

Printed Name: _____

Gift Card Custodian Signature: _____ Date: _____