



## Gift Card Purchase Request Form

Gift cards are considered as a cash equivalent and as such are a higher risk type of transaction. This document has been created to accompany each UShop Requisition which includes the purchase of gift cards in order to more clearly establish business purpose and ensure the expenditure is appropriate.

Each UShop Requisition that includes gift cards will require Administrative Approval, which means approval by Director, Department Chair, Dean, or higher level, or the equivalent within the University of Utah Hospitals and Clinics (UUHC). These approvals will be indicated either by signature on this form, or by electronic approval in UShop. The validity of electronic approvals is assured because UShop authentication occurs via Single-Sign On (SSO). Sharing of passwords used to access University of Utah IT Resources, including UShop, is strictly prohibited (<https://regulations.utah.edu/it/4-004.php>).

Type of recipients:  Study/Research Participant  Volunteer  Donor  Raffle for Event  Student  Employee

Please list the names of the responsible individuals, which must all be different.

Account Executive

Gift Card Custodian

Gift Card Reconciler

\_\_\_\_\_

Please provide a detailed explanation of the business purpose:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This completed form should accompany each order of gift cards. This will allow each Requisition, and subsequent Purchase Order, to stand on its own, and bear scrutiny at a later time. When submitting this form with a Requisition that includes gift cards, you attest that;

- \_\_\_ 1. No gift cards are being given to university employees, unless Administrative Approval has been provided
- \_\_\_ 2. No bank gift cards (i.e. VISA, MasterCard, American Express) are being be purchased, unless Administrative Approval has been provided
- \_\_\_ 3. The dollar amount for gifts will be within the parameters established by the IRS which is \$600 per individual\*
- \_\_\_ 4. The number of recipients will be listed by name on the documentation
- \_\_\_ 5. Document the business purpose, clearly indicating the university business nature of the gift cards
- \_\_\_ 6. The funding source must allow for the purchase of gifts. State funds may not be used to purchase gift cards unless Administrative Approval has been provided.
- \_\_\_ 7. Gift cards given to a Director, Department Chair, Dean, or higher level, or the equivalent within University of Utah Hospitals and Clinics (UUHC) must be approved by their supervisor.
- \_\_\_ 8. Gift cards will be inventoried and reconciled monthly by someone other than the gift card custodian.

Preparer Name (*please print*)

Preparer Signature or Electronic Requisition Submission

Date



Administrative Approval, if applicable:

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Administrative Approver Name (*please print*)

Administrative Approver Signature or Electronic Approval

Date

\*Gifts exceeding annual IRS thresholds for individuals must be reported as income on IRS Form 1099 administered through the Tax Services Department.

*This document does not override any individual departmental procedures regarding the purchase of gift cards including, but not restricted to, approvals necessary for such expenditures.*