

## P-CARD GIFT CARD PROCEDURES

### ***Approval***

Before purchasing any gift cards using a Purchasing Card, a [Gift Card Agreement Form](#) must be submitted and approved. Via email submit the completed form to COPH PCard Administrator, Faye Maciaszek at [fmaciasz@health.usf.edu](mailto:fmaciasz@health.usf.edu). A separate request must be completed for each program or activity.

Request for prior approval must include the following:

- Purchaser's Name
- Purchaser's Department
- Dollar amount per card
- Expected fees
- Number of cards being purchased
- Total cost of gift card purchase
- Vendor (where gift cards are to be purchased)
- Description of the intent for use
- Chartfield
- Name of project
- Begin and end dates of request
- Where cards will be securely stored

### ***Approval Process***

- PCard administrator will send draft PCard request form to chartfield-appropriate account rep for approval.
- Once approved by AR the draft will be forwarded to Purchasing for approval.
- After purchasing approval it will be returned to initiator to approve and sign (electronic signature preferred). *(Please note: if any changes need to be made please advise when returning. The request will have to go back through the approval process.)*
- Initiator will return signed form to PCard Administrator.
- PCard packet sent to Associate Dean for Finance and Administration for review and signature approval.
- After approval from Associate Dean final approval will be routed to USF PCard Administration Director.
- PCard Administration will scan approved document to COPH PCard Administrator and PCard holder.
- Account rep will send compliance email (template) to purchaser.
- Approval will be saved to the G drive. Final approval notification will be sent to AR, Budget Coordinator and Director of Research Administration

**(\*\*Final approval form must be attached as back-up for all PCard gift card purchases\*\*)**

### ***Purchasing***

When gift cards are purchased they are the responsibility of the PCard holder. They must be treated as cash and kept in a secure location. Like cash, gift cards cannot be mailed. If the PCard holder will be transferring the gift cards to a student coordinator a Transfer Log must be maintained. Responsibility then becomes that of the student coordinator.

- Departments are responsible for maintaining a [Gift Card Disbursement Log](#) for all gift cards purchased.
  - Gift card numbers must be identified and entered on the Gift Card Disbursement Log. The amount of each card must be entered in the “Amount” column.
  - The person disbursing the gift cards must update the disbursement log each time a card is disbursed.
- After purchase contact account rep to schedule a meeting.

Documents required for meeting:

- Original and copy of receipt
- Original and copy of PCard approval form
- Original and copy of back of gift card(s)
- Gift Card Disbursement Log

### ***Reconciliation***

Upon distribution of the gift cards, each one must be properly documented on the College Reconciliation Log.

- Account rep meets monthly with initiator to reconcile outstanding gift cards.
  - At all times the total undistributed gift cards and the disbursement log must equal the total of all gift cards purchased.
- Prepare NPET for disbursed cards; submit to Research Administrator
- Research Administrator reviews and submits to RNS email (provide full email).
- Research Administrator monitors ETR; when posted enters ETR on share drive
- Director of Research Administration and Budget Coordinator reconcile on a monthly basis
  - Address issues over 30 days
  - Notification to Pcard Administrator and account rep of issues preventing additional gift card purchases

**\*\*Without notice Internal Audit or Business and Finance may request this information for audit purposes. It is the responsibility of the department to provide up-to-date disbursement logs, along with proof of remaining gift cards\*\***