Gift Card Purchase Procedure

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

1. Gift cards can be obtained on a purchase order through OSCAR with appropriate approvals.
2. Gift cards can 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 Assistant Controller 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 Assistant Controller 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 Assistant Controller, Jackie Martin. In her absence, you may also obtain approval from 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.

7) If you have gift cards that are not used or which are not claimed, please secure and keep these gift cards for a future use. Gift cards cannot be returned. At the time the gift card is awarded, you will need to fill out the log for reporting to Disbursements.
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 Assistant Controller or AVP for Finance and Controller:

Approved: __________________________ Date: __________________________
**Gift Card Distribution Roster:**

<table>
<thead>
<tr>
<th>Gift Card Supplier</th>
<th>Amount</th>
<th>RIN (if employee or student)</th>
<th>Recipient Printed Name</th>
<th>Recipient Signature</th>
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I attest that the above individuals received the gift cards listed.

_________________________________________________________________
Printed Name                Signature      Date

When completed, a copy must be attached to the PO in OSCAR as support.