University of Houston Clear Lake

Gift Card Request Form

Gift Card Account Codes: CDV-Employee Awards: **54951** CDV-Non-Employee Awards: **54950** Student Awards: **54912**

Date: _____ Department: _____ Dept ID: _____

Purpose and benefit of purchasing gift cards/certificates:

_____

Dollar amount of each gift card to be purchased: _____ Quantity:_____ Total amount: $ 0.00

Vendor from which gift cards will be purchased: _____

Purchase by: (Check one)

☐ Employee (will be reimbursed if: **(a)** setup as Vendor and **(b)** Open for Ordering)

☐ Voucher (payable to vendor)

☐ Local P-Card Cardholder Name: _____ Last 4 digits: _____

Projected date(s) of purchase: _____

Projected date(s) gift cards will be distributed: _____

The Gift Card Request Form approved by Accounts Payable must be uploaded as backup to the voucher or P-Card transaction. Gift cards must be kept in a secure campus location (e.g., locked drawer or safe) until distributed, in the custody of an employee who has a completed "Cash Handling Acknowledgement" form on file with General accounting, listing themselves as a "Custodian".

The distribution of the gift cards/certificates must be documented, including date of distribution, name of recipient(s), and signature of recipient(s) acknowledging the receipt. (See attached form "Acknowledgement for Receipt of Gift Certificates/Gift Cards.") Distribution records must be uploaded to the voucher or P-Card document page in the PeopleSoft Finance System when the distribution is complete.

Responsible department may assign someone other than the gift card custodian to review the gift card records at least once every month to verify that all distributed and undistributed gift cards are accounted for and will report any discrepancies to the College/Division Business Administrator.

If the department awards a gift card/certificate to an **employee**, the department is also responsible for reporting this amount to UHCL Human Resources as the employee's taxable benefit in accordance with SAM 03.D.06.

If the department awards a gift card/certificate to a **non-employee** and the total amount received by the non-employee in a calendar year is $600 or more, the department is responsible for submitting the non-employee's W-9 Form and reporting the amount to Accounts Payable, so that the non-employee can be issued a Form 1099-MISC.

By signing below, you are indicating that you have read and agree to all of the above policies.

Gift Card Custodian Signature: x_____ _____ _____

Type Gift Card Custodian Name here — Title — Date

Business Administrator Signature: x _____ _____

Type Business Administrator Name here — Date

Accounts Payable Approval: x_____ Director - Accounts Payable _____

Rosie Pineda — Title — Date

Please submit this form to Accounts Payable at Mail Code 105 or by emailing it to AccountsPayable@uhcl.edu

For Questions:

Accounts Payable (281)283-2130
AccountsPayable@uhcl.edu

Human Resources (281)283-2160
HumanResources@uhcl.edu

Business Operations (281)283-2140
AVPBusOps@uhcl.edu

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Acknowledgement for Receipt of Gift Certificates/Gift Cards

Date(s) of the University Event: _____

Name of the University Event: _____

Responsible College/Department: _____

Recipient Name	Signature of Recipient	Amount