

**UNIVERSITY OF COLORADO  
DEPARTMENT OF OTOLARYNGOLOGY  
STANDARD OPERATING POLICY AND PROCEDURE**

<b>Title</b>	<b>Electronic Gift Card Management</b>
SOP #:	OTO 303
Version #:	1
Effective Date:	April 6, 2015
Supersedes:	N/A

**1. POLICY**

Individuals assigned to be electronic gift card custodians are responsible for obtaining and maintaining electronic gift cards in accordance with University and Departmental policies and procedures.

**2. SCOPE**

These policies and procedures apply to all personnel who offer electronic gift cards for research payment or any other employee or non-employee incentive.

**3. RESPONSIBILITY**

The Custodian is responsible for obtaining appropriate approvals prior to purchasing gift cards. The Custodian is responsible for securing and distributing gift cards in a manner which protects the electronic gift cards as assets. The custodian is also responsible for completing and maintaining an inventory of electronic gift cards to ensure all cards are accounted for throughout the approved period.

**4. APPLICABLE REGULATIONS AND GUIDELINES**

University of Colorado Denver Gift Certificates / Cards Fiscal Policy

<http://www.ucdenver.edu/about/departments/finance/Pages/Gift-Cards-and-Petty-Cash.aspx>

**5. REFERENCES TO OTHER APPLICABLE SOPS**

N/A

**6. ATTACHMENTS**

Attachment A: Electronic Gift Card Tracking Spreadsheet

Attachment B: Gift Card Authorization Request

**7. PROCESS OVERVIEW**

- A. Procurement of Electronic Gift Cards
- B. Dispensing of Electronic Gift Cards
- C. Reconciliation
- D. Lost E-Cards
- E. Records and Retention for Gift Card Management
- F. Tax Reporting

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**8. SPECIFIC PROCEDURES**

**A. Procurement of Electronic Gift Cards**

#	Who	Task
1.	Custodian or designee	Procurement and use of all gift cards must be first approved by the Finance Office. Refer to the University of Colorado Denver Gift Certificates / Cards Fiscal Policy for the appropriate procedure and forms (Attachment B).
2.		All gift cards will be purchased online by using a University-issued procurement card following the completion of the online survey or study requirements by study participants. Study subject payments via gift card must be \$100 or less. Payments of more than \$100, or those made to non-resident aliens in any amount (because of IRS withholding requirements), must be made via Study Subject Payment Voucher (SSP form).
3.		The online receipt from the vendors showing the card amount and email address of the study participant will be kept as record of receipt. When possible, gift card emails to study subjects will include a "read receipt". The receipts will be printed out and kept in the study binder and locked in the PRA cabinet.
4.		Gift cards will be purchased on an as-needed basis and sent to study participants via email no more frequently than twice a month or upon study requirements.
Note:		

**B. Dispensing of Electronic Gift Cards**

#	Who	Task
1.	Custodian or designee	Custodian or designee must record the following details for each gift card dispensed (Attachment A): <ul style="list-style-type: none"> <li>• Name or Subject ID</li> <li>• Email address</li> <li>• Date purchased</li> <li>• Vendor/Source (Amazon, etc.)</li> <li>• Serial number of e-gift card (if available)</li> <li>• Payment amount</li> <li>• Subject visit date</li> <li>• Payment purpose</li> <li>• Expense report date</li> </ul>
2.		All tracking spreadsheets must be kept up to date and readily available for audit purposes.
Note:		

**C. Reconciliation**

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#	Who	Task
1.	Designee (not the custodian)	<p>Gift cards must be reconciled once per month. Reconciliation must include:</p> <ul style="list-style-type: none"> <li>• The value of cards purchased equals the amount shown on the expense report.</li> <li>• The account code for reallocation is 495102 – study subjects/survey incentives.</li> <li>• Receipts will be scanned in and attached to the procurement card report.</li> <li>• The custodian’s supervisor should observe at least one reconciliation per quarter.</li> <li>• Designee and Supervisor must sign off on reconciliation activity.<sup>1</sup></li> </ul>
Note: 1. Supervisor only needs to sign off once a quarter.		

**D: Lost E-Cards**

#	Who	Task
1.	Custodian or designee	In the event that the electronic gift card sent via email from the online company was not received by a participant, the gift card custodian will contact the company the card was purchased from in efforts to locate, recover and/or cancel the gift card.
		We will not resend electronic gift cards in the event that we confirm the gift card has been accepted and/or used.
		In the event that the original gift card is unable to be located and was not redeemed, we will cancel it and have the vendor send an equivalent gift card approximately four weeks from the date of emailing.
Note:		

**E. Records Retention for Gift Card Management**

#	Who	Task
1.	Custodian or designee	All records related to gift card management (including logs, reconciliation findings, and approval documents) are to be retained based on UC Denver’s records retention policy located at <a href="http://www.ucdenver.edu/about/departments/finance/Pages/Gift-Cards-and-Petty-Cash.aspx">http://www.ucdenver.edu/about/departments/finance/Pages/Gift-Cards-and-Petty-Cash.aspx</a>
Note:		

**F. Tax Reporting**

#	Who	Task
1.	Custodian or designee	<p>If it is anticipated that subjects will receive \$100 or more in payments (even if in multiple payments) a W-9 must be collected.</p> <p>Study subject payments are considered “compensation” for time and inconvenience and are considered taxable income to the recipient per the Internal Revenue Code.</p>
Note:		