

General requirements:

All purchases of gift cards/gift certificates (of non-negotiable amounts) must have a valid, documented business purpose as outlined in the procedures referenced below, and must comply with all University purchasing and expense procedures. The purpose of this guideline is to establish the process for low dollar payments recipients receiving gift cards for University sponsored activities and research projects.

1. **Gift cards:** Gift cards are always considered cash, per federal tax law (IRC § 61) for purposes of this procedure.
2. **Gift certificates:** A gift certificate is considered cash per federal tax law.

Applicability

The gift card recipients covered by this procedure are not employees of the University (“non-employees”), and organizations.

Procedures