Gift Card Policy

Section 1 - Purpose

(1) The Gift Card Policy provides guidelines for the purchase and distribution of gift cards, purchased with University funds, and to ensure compliance with the University's reporting obligation's.

Section 2 - Application

(2) This Policy applies to all staff, staff representatives and students at the University when purchasing gift cards.

(3) For the purposes of this Policy, the terms 'The University', 'University' and 'ACU' refer to Australian Catholic University.

(4) A gift card is considered as cash or cash equivalent and is subject to potential fraud and theft. As a result, the University has strict controls over the purchase and distribution of gift cards.

(5) The University acknowledges that business units, Faculties, Schools, and student association representatives may need to use gift cards for prizes, awards, small token gifts for guest speakers and presenters, research participants and volunteers. When the use of gifts cards is necessary, this Policy and the Gift Card Procedure must be adhered to at all times.

Section 3 - Definitions

(6) For the purposes of this Policy, the following terms are defined as below.

Term	Definition
E Gift Card	An electronic or digital gift card, generated online.
Gift Card	A form of payment, physical or virtual, for a specified cash value.
Gift Card acquittal register	A log maintained by the Gift Card gift card issuer recording Gift Card recipient information that is required by the Finance, Accounts Payable team by the 28th day of each month.
Gift Card Issuer	This individual initiates Gift card purchases using a University Visa Purchase Card or University Purchase order. The Gift Card Issuer is responsible for: • Overseeing Gift card controls in the Directorate / Faculty / Business Unit; • Maintaining, reviewing, and reconciling a Gift Card acquittal form; • Providing the Gift Card acquittal form to Accounts Payable on the 28th of each month.
Staff or Staff Member	Consistent with the Constitution of Australian Catholic University Limited, the Australian Catholic University ACU Staff Enterprise Agreement 2022-2025, and Statute 1, includes: • academic staff and professional staff members; • staff employed on a full-time, part-time, casual or honorary basis; • staff employed under the Enterprise Agreement or pursuant to a senior staff, executive or • any other form of employment contract.
University prizes or recognition awards	Staff and students honoured for outstanding achievements, prizes awarded ranging from gift cards, medals, plaques, and books.

Section 4 - Policy Statement and Principles

(7) This Policy establishes a framework of guidelines that must be followed when University staff members, staff representatives and students, to purchase and distribute gift cards. The Code of Conduct for Staff, the Fraud and Corruption Control Framework (FCCF), and Hospitality Policy, underpin the principles associated with this Policy.

(8) To ensure staff members, staff representatives and students are aware of their responsibilities in relation to gift cards, the Policy sets out to:

a. provide staff with the appropriate course of action, as to when to issue a gift card and who can receive a gift card;
b. develop a gift card register and acquittal process for staff to record all purchased and distributed gift cards;
c. ensure the use of gift cards is only considered when no other option is viable, and not exceed $100 in value, per gift card recipient (unless a special exception is approved by the Chief Financial Officer);
d. alert staff to potential fraud activities, never action email requests to purchase gift cards unless the email delivery address, and order's validity can be verified with the individual staff member;
e. inform staff that it is a serious offense to misuse the University Gift Cards in any inappropriate way; this could lead to action being taken in accordance with the Code of Conduct for Staff;
f. encourage staff to order gift cards on a needs basis, a maximum of 1 month prior to presentation to the recipient. They must not be ordered and held for future use;
g. ensure the preferred method of payments for gift card purchases – the University Visa Purchase Card or University Purchase order. The total value of any order should not exceed $1,000 unless a special exception is approved by financial delegate:
    i. Total value of orders over $1,000 and less that $3,000, require approval by the Associate Director, Financial Operations; and
    ii. Total value orders over $3,000, require approval by the Chief Financial Officer.
h. encourage staff to purchase electronic gift cards, as they are environmentally friendly, and traceable and secure;
i. ensure staff are aware of the importance of securely storing purchased gift cards.

Acceptable purchases of Gift cards

(9) Gift Cards may be purchased and distributed under certain circumstances including:

a. approved University prizes or recognition awards (including staff, students and other recipients);
b. small token appreciation gifts for guest speakers or presenters, volunteers and research participants (noting that volunteers cannot be University employees);
c. students in emergency situations (ad hoc events must be approved by the Chief Financial Officer).

(10) Pre-approved purchases of electronic gift cards should be issued directly to the recipient.

Acceptable gift card issue to University staff

(11) Gift cards may be purchased and issued to University staff, as gifts, under the Hospitality Policy.

(12) The Hospitality Policy provides guidelines on the spending limits related to financial contributions for 'Compassionate and Other spending', such as:

a. staff gifts, employee farewells, the birth of a child and compassionate gifting.

(13) All other gifts are not allowable including but not limited to weddings, birthdays, and recognition of service.

(14) Employee Christmas gifts are voluntary and must be funded personally by the gift giver and not by the University.

(15) Except for the gifts outlined above, gift cards to employees are prohibited.

Non-acceptable purchases with Gift cards

(16) Gift Cards may NOT be purchased or distributed under certain circumstances, including:

a. May not be used to pay:
    i. anyone for a service provided to the University (in part or full, or as a bonus);
    ii. a University employee (either Ongoing, Casual or Fixed Term);
    iii. any supplier, consultant or contractor to the University for the provision of any goods and / or services; or
    iv. any other individual due payment for a service to the University.

Storage and distribution of gift cards

(17) Gift Cards should be securely stored in a safe or locked drawer, with restricted access.

(18) Staff are encouraged to purchase electronic gift cards, for convenience, allowing recipients to make purchases quickly. E-gift cards are safer and sustainable.

(19) The gift card issuer is responsible for the safeguarding of the gift card prior to distribution.

(20) Physical gift cards must be kept in a safe and secure place on University premises. Access to and knowledge of the gift cards should be limited to the gift card issuer, their line manager and senior staff.

(21) Electronic gift cards should be purchased from a University device or a device with sufficient antivirus using an ACU domain email account.

(22) The Gift Card Issuer must report any lost or misplaced physical gift cards in their possession to accountspayable@acu.edu.au immediately.

Section 5 - Roles and Responsibilities

Approval Authority

Vice-Chancellor and President

Governing Authority

Deputy Vice-Chancellor (Corporate)

Responsible Officer

Chief Financial Officer

Section 6 - Review

(23) The University may make changes to this Policy and the Gift Card Procedure from time to time to improve on the effectiveness of its operation. In this regard, any employee who wishes to provide comment / feedback about this Policy may forward their suggestion to the Chief Financial Officer.

(24) In line with the Policy Development and Review Policy, this Policy is scheduled for review every five years or more frequently if appropriate.

Section 7 - Further Assistance

(25) The Finance Directorate is responsible for the management of the Gift cards, reconciling monthly Gift card acquittal forms, Flexipurchase cards and general procurement.

(26) Enquiries can be made to the Accounts Payable Team Leader at accountspayable@acu.edu.au. Purchases should be pre-approved by the appropriate delegated officer in line with this Policy.

Status and Details

Status	Current
Effective Date	20th August 2026
Review Date	20th August 2031
Approval Authority	National Manager, Governance
Approval Date	20th August 2026
Expiry Date	Not Applicable
Responsible Executive	Petrus Swemmer Chief Financial Officer
Responsible Manager	Mitch Srbinovski Associate Director, Financial Operations
Enquiries Contact	Financial Operations