

# Gift Card Procedure

## Section 1 - Purpose

(1) The Gift Card Procedure details the process for purchasing, issuing, recording recipient data and reconciliation.

## Section 2 - Governing Policy

(2) The Gift Card Procedure is governed by the [Gift Card Policy](#).

## Section 3 - Scope and Application

(3) This procedure applies to:

- a. All staff members, staff representatives and students;
- b. All gift cards purchased with University funds;
- c. Gift cards / vouchers in physical or virtual / online form.

## Section 4 - Overview

(4) This Procedure applies to all staff and students responsible for requesting goods or services supplied to the University.

(5) This Procedure outlines the processes for the use of University funds to purchase, issue, record, store and reconcile gift cards.

(6) Gift cards should not be purchased with University funds for own private use / gain.

(7) Gift cards are considered as cash equivalents and should be safeguarded from misuse.

## Section 5 - Procedure

### Purchasing a Gift Card

(8) Gift cards must only be purchased using either a University Visa Purchase Card or University Purchase order.

(9) The requester must supply all supporting documentation including the appropriate approval follow any applicable Directorate / Faculty / Business Unit approval procedures.

(10) Gift card purchases are subject to the rules and guidelines outlined in the [Gift Card Policy](#).

(11) Staff are to order gift cards on a need's basis, a maximum of 1 month prior to presentation to the recipient.

(12) The value of the gift card per recipient should not exceed \$100.00.

(13) The total value of any order should not exceed \$1,000.00 (unless a special exception is approved by the Chief Financial Officer).

## **Recording**

(14) All Gift cards purchased must be recorded in an ACU Gift Card Acquittal register. The template can be provided by the University Finance Office, Accounts Payable Team. The acquittal register must contain the following information:

- a. gift card (reference number);
- b. gift card type;
- c. gift card value (\$AUD);
- d. purchase date;
- e. reason for issue;
- f. date issued;
- g. recipient's name; and
- h. recipient's contact number and email address.

## **Issuing**

(15) Gift cards should be issued in accordance with the [Gift Card Policy](#).

(16) The issue and use of a gift card should be restricted to students, research participants, focus group members and volunteers.

(17) Gift cards should not be issued to staff for any type of remuneration or for services provided to the University during normal working hours.

## **Reconciliation**

(18) Each month, the gift card issuer is required to complete a reconciliation of the gift cards that have been purchased and issued during the month.

(19) Once completed, the gift card issuer must sign and date the acquittal registers and forward to the Finance Office, Accounts Payable team [accountspayable@acu.edu.au](mailto:accountspayable@acu.edu.au).

(20) On the 28th day of each month, the gift card acquittal reconciliation (including any supporting documentation) must be received by the Finance Office, Accounts Payable Team.

## **Responsibilities**

(21) The supervisor is responsible for approving the purchase of all gift cards through a University Visa Purchase Card or University Purchase order. All supporting documentation and reasons for the purchase must be supplied at the time of purchase.

(22) The gift card issuer is responsible for completing the ACU Gift Card acquittal register whenever a gift card is purchased and forwarding to Finance Account Payable Team each month.

(23) The gift card issuer is responsible for reporting any irregularities associated with gift cards to the Head of School, Chief Financial Officer, or Line Manager.

## Section 6 - Forms and links

### ACU Gift Card Acquittal register

(24) The [Gift Card Acquittal Register form](#) is used to record the gift cards purchased and issued during the month.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	29th July 2024
<b>Review Date</b>	29th July 2029
<b>Approval Authority</b>	Vice-Chancellor and President
<b>Approval Date</b>	27th July 2024
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	Scott Jenkins Chief Financial Officer
<b>Responsible Manager</b>	Mitch Srbinovski Associate Director, Financial Operations
<b>Enquiries Contact</b>	Financial Operations