April 14, 2008
ASSOCIATED STUDENTS INC. & UNIVERSITY STUDENT UNION

POLICY - SECURING GIFT CARDS AND PRIZES

It is the policy of ASI and USU to maintain appropriate controls in securing, storing and distribution of all gift cards and prizes which are to be given to students at various events sponsored by the Associated Students Inc. and/or the University Student Union. In implementing this policy both ASI and USU embrace the concept of separation of duties in handling financial transactions.

PROCEDURES - SECURING GIFT CARDS AND PRIZES

A. Follow this procedure if there is an on-hand inventory of gift cards:

1. All gift cards will be held in one central location for both ASI and USU. This location will be the safe in the office of the Student Union Office Administrator to ensure separation of duties.

2. When gift cards and prizes are needed the full-time staffer will make a written request, using email, to the Student Union Office Administrator detailing the number of cards needed, value per card, which card, date of event, event name and organization or group sponsoring the event.

3. The Office Administrator will retrieve the cards from the safe. The staff member will sign the inventory sheet to show acceptance of the stated number of gift cards.

4. As the staff member distributes the gift cards they must have those individuals who receive a free gift card show their identification and sign a receipt for receiving the gift card or prize. The receipt form must show:
   - Printed name of participant
   - Signature of participant
   - Event Name and Date
   - Prize identification
   - Recipient phone number and email address
   - Signature of staffer who gave out the prize

5. The full-time staff member must return to the Office Administrator all gift cards and/or prizes not used and the signature form(s) for those gift cards and prizes given away within one business day of the event. The number of signatures and left-over gift cards and/or prizes must balance against the log which shows the number of gift cards and/or prizes originally taken. This function will be done by the Student Union Office Administrator in order to ensure separation of duties.

6. On a random basis the Executive Director and/or Office Administrator will call or email gift card recipients to confirm receipt of the gift card.

7. If the Office Administrator is not available e.g. vacation, the Executive Director will serve as the back-up
**B. Follow this procedure when distributing gift cards or prizes with same day purchase:**

1. When gift cards/prizes are needed the full-time staff person will purchase the gift cards/prizes on the day of the event. The original receipt will be used in completing the purchase order for payment purposes. The copy of the receipt should be held and used when balancing the ticket purchase with the signature form and the gift card purchase receipt.

2. As the staff member gives out the gift cards and/or prizes they must have those who receive a free gift card/prize sign for receipt of the card. The receipt form must show: (see A4 through A7).

3. The staff member must return all gift cards/prizes not used and the signature forms for those gift cards given away. The number of signatures and left-over gift cards/prizes must balance against the log which shows the number of gift cards/prizes originally taken. This function will be done by the Student Union Office Administrator in order to ensure separation of duties.

4. On a random basis the Office Administrator and/or the Executive Director will call or email gift card recipients to confirm receipt of the gift card.

5. If the Office Administrator is not available e.g. vacation, the Executive Director will serve as the back-up.

**C. Follow this procedure when we hold a gift card or a prize until the winner picks it up:**

The unit (e.g. Warrior Squad) which is giving out the prize will be responsible for holding the prize in a secure location within the office suite. When the winner picks up the prize follow the same detailed instructions as noted above (see A4 through A7).

In addition the same procedures as noted above will be followed to balance out the purchase and distribution of the gift card or prize.

**E. Follow this procedure when we giving away large quantities of merchandise such as T-Shirts, Hats and Bobbleheads:**

Depending upon the circumstances no record of receipt is necessary: Please see specific criteria below:

A) The cost per item is $15.00 or less and/or

B) The number of items to be given out is ten (10) or more.