

# GIFT CARDS PROCEDURE

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## 1 PURPOSE

- 1.1 This procedure establishes guidelines for purchasing, issuing and managing gift cards at CQUniversity.

## 2 SCOPE

- 2.1 This procedure applies to CQUniversity students, employees, adjunct staff, Council and Committee members and wholly-owned subsidiary companies.

## 3 PROCEDURE

- 3.1 Gift cards and vouchers are regarded as a form of cash and therefore should be treated as such.
- 3.2 Misappropriation of gift cards is a serious offence and can lead to action being taken in accordance with the University's [Code of Conduct](#).

### Purchasing

- 3.3 Gift cards/vouchers must **only** be purchased using either a CQUniversity corporate credit card or (depending on value) CQUniversity purchase order, must be within that person's financial delegation and must adhere to the principles of the responsible use of University funds.
- 3.4 Gift card/voucher purchases are subject to the [Procurement Policy and Procedure](#) and any applicable Directorate/School purchasing approval procedures.

- 3.5 All gift cards/vouchers purchased must be costed to the gift cards natural account (66943) regardless of the purpose or the source of funding used.
- 3.6 All gift cards/vouchers must have a **maximum value of \$100.00** – values in excess of this will be considered non-compliant. Transactions deemed non-compliant with this procedure or related procedures will require a [Purchasing Non Compliance Form](#) to be completed and could result in disciplinary action under the University [Code of Conduct](#). If a higher value is required, then multiple \$100 cards may be given to the recipient.

### **Store gift cards / online vouchers provided for bursaries**

- 3.7 Store gift cards and vouchers purchased for the purpose of a bursary will be costed to the gift cards natural account (66943) and must comply with this procedure.
- 3.8 Gift cards/vouchers purchased for the purpose of a bursary will not be required to be submitted to the Gifts Given/Received Register per the [Gifts and Benefits Policy and Procedure](#). However, the requirement to maintain a Gift Card Register is still mandatory and must be submitted monthly to the Financial Accounting Team.

### **Recording**

- 3.9 Once gift cards have been purchased they must be recorded in a Gift Card Register using the [template](#) provided by the University. The register must contain the following information:
- gift card (reference) number
  - gift card type
  - gift card value (\$AUD)
  - purchase date
  - issuer's name
  - issuer's signature
  - reason for issue
  - date issued
  - recipient's name, and
  - recipient's signature.
- 3.10 Every month, where gift cards have been purchased, a new register must be completed, printed and stored in a secure place with the gift cards.

### **Storing**

- 3.11 Gift cards should be treated as if they are cash. Gift cards should be stored in a locked tamper proof container and that container stored in a lockable storage place, preferably a safe.

### **Issuing**

- 3.12 The issue and use of gift cards should be restricted to students, research participants, focus group members and volunteers. Employees and associates who are issued gift cards which are in respect of employment could result in a Fringe Benefits Tax liability.
- 3.13 Gift cards should be issued based on the [Gifts and Benefits Policy and Procedure](#). Where the gift card's combined value to a single recipient is greater than \$150, the gift must also be registered with the Deputy Vice-President (Students) in the Gifts Given Register.
- 3.14 Where a gift card is issued as part of a scholarship payment (for example a 'grocery only' or fuel card), and the combined value to a single recipient is greater than \$150, the gift does not need to be registered with the Deputy Vice-President (Students) in the Gifts Given Register.

- 3.15 When a gift card is issued (distributed), the Gift Card Register should be completed with the date the card is issued and:
- the recipient's name and the recipient's signature
  - if a recipient has opted to receive their gift card via email and are unable to sign the Gift Card Register, the custodian must provide the Financial Accounting Team with a copy of the email sent to the recipient enclosing the gift card. This is to ensure that the gift cards are being distributed in accordance with the register. To complete the register, in the signature column write "See Attached Email", or
  - if the gift card is posted to the recipient in the mail (i.e. if a participant is unable to collect in person or lives in a different town), the custodian can provide the recipient's name and postal address in lieu of a signature.

## Reconciliation

- 3.16 The Gift Card Register may be subject to internal and/or external audit. Each month, the gift card custodian is required to complete a reconciliation of the gift cards that they have purchased and issued during the month. The reconciliation should:
- verify that the number of gift cards physically on hand matches the register totals, and
  - ensure the opening balance of gift cards on hand agree to the closing number of gift cards from the previous month which are yet to be issued (if any).
- 3.17 Once completed, the Gift Card Register must be signed by the custodian and sent to the custodian's supervisor for verification and approval.
- 3.18 The completed Gift Card Register (including the reconciliation and supporting documents) must be forwarded to the Financial Accounting Team ([corpaccountants@cqu.edu.au](mailto:corpaccountants@cqu.edu.au)) for approval by the 22nd day of the following month.
- 3.19 Any variance or discrepancy must be recorded and will be dealt with in line with the [Losses Policy \(FMPM\)](#) and the [Code of Conduct](#).

## Confidentiality

- 3.20 In the event that releasing the recipient's names will compromise the ethical approval for a research project, custodians may use participant IDs or "{Project Number} participant 1" instead. In these instances, the custodian will not need to provide the participant's name or signature, but another employee must oversee the distribution to confirm that the cards have been issued appropriately.
- 3.21 When completing the Gift Card Register, the custodian must provide the project name and number, and an outline of the project in which the recipient participated.

## 4 RESPONSIBILITIES

### Supervisor

- 4.1 The supervisor is responsible for verifying and approving the Gift Card Register's accuracy and ensuring that gift cards are (or have been) distributed to the recipients in accordance with the Register. By signing off on the Gift Card Register and reconciliation, the supervisor is declaring that the information provided is complete and correct.

### Custodian (purchaser)

- 4.2 The gift card custodian (purchaser) is responsible for completing the Gift Card Register whenever a gift card is purchased and forwarding it to the Financial Accounting Team each month. The custodian is responsible for the safe keeping of any unused gift cards and ensuring that all necessary information is kept in accordance with this procedure.

## Compliance, monitoring and review

- 4.3 The Vice-President (Student and Corporate Services) and the Deputy Director Financial Accounting and Operations are responsible for implementing, monitoring, reviewing and ensuring compliance with this procedure.

## Reporting

- 4.4 No additional reporting is required.

## Records management

- 4.5 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.6 University records must be retained for the minimum periods specified in the University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#). Before disposing of any records, approval must be sought through the Records Management Office (email [records@cqu.edu.au](mailto:records@cqu.edu.au)).

## 5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

## 6 RELATED LEGISLATION AND DOCUMENTS

[Code of Conduct](#)

[Gifts and Benefits Policy and Procedure](#)

[Losses Policy \(FMPM\)](#)

[Procurement Policy and Procedure](#)

[Purchasing Non Compliance Form](#)

## 7 FEEDBACK

- 7.1 Feedback about this document can be emailed to [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 8 APPROVAL AND REVIEW DETAILS

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Administrator	Vice-President (Student and Corporate Services)
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