

GIFT CARDS PROCEDURE

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1 PURPOSE

- 1.1 The purpose of this procedure is to establish guidelines for the purchase, recording, storage, issue and reconciliation of gift cards. Gift cards are regarded as a form of cash and therefore should be treated as such. Misappropriation of gift cards is a serious offence and can lead to action being taken in accordance with the University's [Code of Conduct](#).

2 SCOPE

- 2.1 This procedure applies to all CQUniversity staff, adjunct staff, students, subsidiaries, members of committees and the Council of CQUniversity in regards to the purchase, recording, storage, issue and reconciliation of gift cards.

3 PROCEDURE

Purchasing gift cards

- 3.1 Gift cards must only be purchased using a CQUniversity Corporate Credit Card or (depending on value) a CQUniversity purchase order. Each gift card must have a maximum value of \$50.00. The purchase of gift cards is subject to the [Procurement Policy and Procedure](#). Transactions deemed non-compliant with this procedure or related procedures will result in a Statement of Non-Compliance being required to be completed and possible disciplinary action under the University Code of Conduct.

Recording

- 3.2 Once gift cards have been purchased they must be recorded in a Gift Card Register. The register must contain the following:
- 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
- recipient's signature

3.3 For each gift card batch purchased a new register must be completed, printed and stored in a secure place with the gift cards.

Storage

3.4 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.

Issue

3.5 The issue and use of gift cards should be restricted to students, research participants, focus group members and volunteers. Staff and associates should not be issued gift cards for services they provide to a program during normal working hours as this could result in a Fringe Benefits Tax liability.

3.6 When a gift card is issued, the gift card register should be completed with the date the card is issued, recipient's name and recipient's signature.

3.7 Gift cards should be issued based on the [Gifts and Benefits Policy and Procedure](#). University staff must report a gift given with an individual or accumulated value in excess of \$150 to the Deputy Vice-Chancellor (Student Experience and Governance) within 14 days of giving the gift, for recording in the Gifts Given Register.

Reconciliation

3.8 The Gift Card Register may be subject to internal and/or external audit. The gift card custodian is required to reconcile each batch of gift cards monthly. The reconciliation should verify that the number of gift cards on hand matches the register. The reconciliation should be signed off by the custodian's supervisor and forwarded to Financial Accountants by the 20th day of the following month. Any variance or discrepancy must be recorded and will be dealt with in line with the [Losses \(FMPM\) Policy](#) and the [Code of Conduct](#).

4 RESPONSIBILITIES

Compliance, monitoring and review

4.1 The Deputy Director, Financial Accounting and Operations is responsible for managing the implementation of this procedure and for ensuring its provisions are adhered to and applied consistently across the University.

Reporting

4.2 No additional reporting is required.

Records management

4.3 Staff must maintain all records relevant to administering this procedure in a recognised University recordkeeping system.

5 DEFINITIONS

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

6 RELATED LEGISLATION AND DOCUMENTS

[Code of Conduct](#)

[Financial Management Practice Manual \(FMPM\)](#)

[Gifts and Benefits Policy and Procedure](#)

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

[Procurement Policy and Procedure](#)

7 FEEDBACK

7.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Council
Advisory Committee to Approval Authority	Audit, Risk and Finance Committee
Administrator	Deputy Vice-Chancellor (Finance and Planning)
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Approval and Amendment History	Details
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Notes	