

# University of Houston Clear Lake

## Gift Card Request Form

**Gift Card Account Codes:** CDV-Employee Awards: **54951** CDV-Non-Employee Awards: **54950** Student Awards: **54912**

Date: \_\_\_\_\_ Department: \_\_\_\_\_ Dept ID: \_\_\_\_\_

Purpose and benefit of purchasing gift cards/certificates:

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Dollar amount of each gift card to be purchased: \_\_\_\_\_ Quantity: \_\_\_\_\_ Total amount: \_\_\_\_\_

Vendor from which gift cards will be purchased: \_\_\_\_\_

Purchase by: (Check one)

Employee (will be reimbursed if: (a) setup as Vendor and (b) Open for Ordering)

Voucher (payable to vendor)

Local P-Card (Cardholder): \_\_\_\_\_ Last 4 digits: \_\_\_\_\_

Projected date of purchase: \_\_\_\_\_ Projected date gift cards will be distributed: \_\_\_\_\_

The Gift Card Request Form approved by Accounts Payable must be uploaded as backup to the voucher or P-Card transaction. Gift cards must be kept in a secure campus location (e.g., locked drawer or safe) until distributed, in the custody of an employee who has a completed "Cash Handling Acknowledgement" form on file with General accounting, listing themselves as a "Custodian".

The distribution of the gift cards/certificates must be documented, including date of distribution, name of recipient(s), and signature of recipient(s) acknowledging the receipt. (See attached form "Acknowledgement for Receipt of Gift Certificates/Gift Cards.") Distribution records must be uploaded to the voucher or P-Card document page in the Finance System when the distribution is complete.

Responsible department may assign someone other than the gift card custodian to review the gift card records at least once every month to verify that all distributed and undistributed gift cards are accounted for and will report any discrepancies to the Senior Business Coordinator.

If the department awards a gift card/certificate to an **employee**, the department is also responsible for reporting this amount to UHCL Human Resources as the employee's taxable benefit in accordance with SAM 03.D.06.

If the department awards a gift card/certificate to a **non-employee** and the total amount received by the non-employee in a calendar year is \$600 or more, the department is responsible for submitting the non-employee's W-9 Form and reporting the amount to Accounts Payable, so that the non-employee can be issued a Form 1099-MISC.

By signing below, you are indicating that you have read and agree to all of the above policies.

Gift Card Custodian:

\_\_\_\_\_  
Gift Card Custodian Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Sr. Business Coordinator:

\_\_\_\_\_  
Sr. Business Coordinator Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Director, Accounts Payable:

Rosie Pineda

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please submit this form to Accounts Payable at Mail Code 105 or by emailing it to [AccountsPayable@uhcl.edu](mailto:AccountsPayable@uhcl.edu)

For Questions:

Accounts Payable (281)283-2130 [AccountsPayable@uhcl.edu](mailto:AccountsPayable@uhcl.edu)

Human Resources (281)283-2160 [HumanResources@uhcl.edu](mailto:HumanResources@uhcl.edu)

Finance Office (281)283-2140 [AVP\\_Finance@uhcl.edu](mailto:AVP_Finance@uhcl.edu)

