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Gift Cards: Dos and Don’ts [1]

January 16, 2015 by normandy.roden [2]

Does your department purchase gift cards? New gift card procedures take effect Feb 1, 2015.

Gift cards are frequently used by organizational units to issue study subject payments or to recognize employees and other individuals. As cash-like instruments, gift cards present risks and require careful consideration and handling.

A new PSC Procedural Statement on Gift Cards will take effect on Feb 1, 2015. It sets forth several requirements, key among them a new approval process and the use of a new Gift Card Authorization Request form.

We’ve developed a new CPE (Continuing Professional Education) course to help introduce the procedures and form to you. Office of University Controller (OUC) and Campus Controller staff will partner to present the course – titled Gift Cards: Dos and Don’ts – at multiple sites during the last week in January.

The training schedule and links to registration are:

CU DENVER - Tue Jan 27 (2:30 – 3:20 PM), Lawrence Street Center, 9th floor conference room. Register [3].

ANSCHUTZ MEDICAL CAMPUS - Tue Jan 27 (11:00 – 11:50 AM), Building 500, Bushnell Auditorium. Register [4].

COLORADO SPRINGS - Wed Jan 28 (1:00 – 1:50 PM), University Center room 303. Register [5].

BOULDER - Thur Jan 29 (1:00 – 1:50 PM), UMC room 247. Register [6].

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