

## **Gift Cards: Dos And Don'ts** <sup>[1]</sup>

The purpose of the Gift Cards: Dos and Don'ts course is to explain the requirements of the Gift Cards procedural statement, and to provide concrete, campus-specific examples.

**Program Level:** Basic

**Prerequisites:** None

**Advanced Preparation:** N/A

**Instructional Method:** Group-Live

**Instructors:** Normandy Roden, <sup>[2]</sup> with campus subject matter experts

**Recommended CPE Credit:** 1.0 Hours

**Field of Study:** Finance

**Course Objectives:**

At the end of the course, participants will be able to:

- Outline appropriate gift card use for University business (allowable uses, prohibitions, and exceptions);
- Identify purchasing methods and approvals (including the Request for Gift Card Purchase Authorization form, the Statement of Responsibility form, and other required documentation);
- Explain the relevant accounting (including recording and receipting), tax reporting, reconciliation, and audit steps;
- Identify safeguarding and security issues; and,
- Access additional applicable policies and procedures.

In addition, participants will learn about:

- Alternatives to gift card use; and,
- Campus-specific contacts and other available resources.

**Program Policies** <sup>[3]</sup>

**NASBA Statement**

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[4].



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**Links**

[1] <https://www.cu.edu/controller/cpe-cpas/course-catalog/gift-cards-dos-and-don%E2%80%99ts>

[2] <https://www.cu.edu/controller/normandy-roden-cpe-instructor> [3] <https://www.cu.edu/controller/cpe-cpas-policies> [4] <http://www.learningmarket.org>