Gift Cards: Dos And Don’ts [1]

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


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 [5]

NASBA Statement

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may be submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org [8].

Source URL: https://www.cu.edu/controller/gift-cards-dos-and-don%E2%80%99ts

Links: