

What's the policy on purchasing Gift Cards?

Problem

I want to buy gift cards in Amazon, what is the policy?

Solution

The policy on purchasing gift cards has not changed

1. If you need to purchase gift cards in Amazon, you must receive pr-approval first
2. Then you can shop for gift cards in Amazon and be returned to YoMart for FOAP information

PROCESS FOR REQUESTING PRIOR APPROVAL FOR PURCHASES REQUIRING PRIOR APPROVAL PER UNIVERSITY POLICY & PROCEDURES

REQUEST FOR PRIOR APPROVAL SHOULD INCLUDE THE FOLLOWING:

- VENDOR
- DATE OF DESIRED PURCHASE (IF NO PARTICULAR DATE, INDICATE PURCHASE WILL BE MADE UPON APPROVAL)
- ESTIMATED AMOUNT OF PURCHASE
- DESCRIPTION OF ITEM(S) TO BE PURCHASED
- BUSINESS PURPOSE – EXPLANATION OF HOW THE PURCHASE WILL BENEFIT THE UNIVERSITY
- FUND NAME AND NUMBER TO BE USED IF EXCEPTION REQUEST IS APPROVED
- PREFERRED METHOD OF PMT (PCard/YoMart)

IF SPECIAL FUNDS WILL BE USED FOR PURCHASE, SEND REQUEST BY EMAIL TO YOUR SPECIAL FUNDS REPRESENTATIVE

IF GRANT FUNDS WILL BE USED FOR PURCHASE, SEND REQUEST BY EMAIL YOUR VICE CHANCELLOR

IF YOUR PREFERRED METHOD OF PAYMENT IS PCARD, COPY PCARD OFFICE REPRESENTATIVES ON THE EMAIL REQUEST.

ALL REQUESTS FOR GIFTS/GIFT CARD PURCHASES REQUIRE PRIOR APPROVAL FROM THE TAX COMPLIANCE OFFICE. IF APPROVAL IS RECEIVED FROM YOUR SPECIAL FUNDS REPRESENTATIVE OR VICE CHANCELLOR, FORWARD THE APPROVAL EMAIL TO THE TAX COMPLIANCE OFFICE TO REQUEST THEIR APPROVAL .

IF YOUR REQUEST IS APPROVED, BY YOUR SPECIAL FUNDS REPRESENTATIVE OR VICE CHANCELLOR AND THE TAX COMPLIANCE OFFICE, THE APPROVAL IS AUTHORIZATION TO MAKE THE PURCHASE BUT **DOES NOT GIVE YOU APPROVAL TO USE A PCARD** TO MAKE THE PURCHASE.

A PCARD REPRESENTATIVE WILL REPLY TO THE APPROVAL EMAILS TO INFORM YOU WHETHER THE PCARD CAN BE USED TO MAKE THE PURCHASE OR IF ANOTHER FORM OF PAYMENT IS REQUIRED.

IF APPROVAL IS GIVEN TO USE THE PCARD INCLUDE ALL APPROVAL EMAILS IN YOUR RECONCILIATION REPORT, LOCATED DIRECTLY BEHIND RECEIPT.

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