



# Gift Card Procedures

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## OVERVIEW

The purpose of this procedure is to document the processes for the purchase, issue, recording and storage of gift cards purchased with University funds.

## SCOPE AND APPLICATION

These procedures apply to all gift cards purchased with University funds regardless of source of funding.

## CRITERIA OF ISSUE

Gift cards must not be given in lieu of remuneration or in contravention of the [Behaviour and Conduct Policy](#).

Examples of appropriate gift card use include:

- to a volunteer (e.g. research participant) to help cover costs, or a token fixed amount regardless of time
- a token of appreciation e.g. to a guest speaker as a thank you
- an award given to a staff member or student
- approved students projects with nominal value

Use of gift cards outside these parameters require approval by way of an [Exemption Form](#).

## PROCEDURES

### 1. Purchasing gift cards

Gift cards can be purchased using a University corporate credit card or via a Requisition in eProcurement. The cardholder or requester must attach all supporting documentation including the appropriate approval authority and names of the recipient/s (if known at the time). Contact the Purchasing Team to enquire about discounts with specific gift card issuers.

### 2. Controls on the purchase and issue

Local areas must ensure sufficient controls are in place to manage the purchase and issue of gift cards. There must be two local staff members involved in the process i.e. the purchaser should not be the issuer of the gift cards, and neither can be a recipient. If purchasing online virtual gift cards, the approver must not be the purchaser / issuer.

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### **3. Record keeping**

The following records must be kept and be available for audit for a period of three years from the purchase date:

- the number and value of gift cards to be purchased and reason for issue
- date of issue and name of recipient/s (these may remain confidential but sufficient records must be kept) including if the recipient/s are staff or non-staff
- if possible ask participants / volunteers to sign a record of receipt, if this is not possible, there must be confirmation they have been issued
- any gift cards not issued to the intended recipient or surplus to requirements must be recorded and physical cards must be securely stored for re-issue or future use (noting that they have a three year expiry date)
- once the process has been completed, both staff members must sign the record.

### **4. Secure storage**

Physical gift cards should be treated as “cash” and stored securely in a safe or locked drawer, with restricted access.

### **5. Fringe Benefits Tax (FBT) & GST**

Individual gift cards of \$300 or more given to an employee, including past or future employees, in connection to their employment at the University, or someone considered under Australian Taxation law to be subject to PAYG, are subject to FBT.

GST is not claimable on the purchase of gift cards.

### **6. Reporting irregularities**

If at any time there are irregularities, suspected or otherwise, associated with gift cards, notify the relevant Faculty Finance & Planning Manager or Division Finance and Line Manager immediately in accordance to the [Fraud and Corruption Control Policy](#).