

Gift Card Purchase Procedure

There are two ways to obtain approved gift cards:

1. Gift cards can be obtained on a purchase order through OSCAR with appropriate approvals.
2. Gift cards can be purchased at the Rensselaer's Collegiate Store with appropriate approvals.

Allowable Gift Card Purchases

Gift card purchases are allowed if the card will be distributed for one of the following reasons:

- as a thank you or incentive for participating in Human Subject* testing
- as incentive for participating in a survey
- as prizes at student, alumni, or employee events

Additionally, the individual ordering the cards must understand the responsibilities for accounting for the cards at distribution.

** There is a procedure specific to Human Subjects on the Finance web site. If the cards are being purchased for this reason, please review the Human Subjects procedure to ensure compliance.*

Prohibited

You are not allowed to purchase a gift card and then use the card to purchase products for your department.

Gift Card Procedure:

- 1) Complete the Gift Card Purchase Request Form (see below) and obtain approval from the Assistant Controller, Jackie Martin (martij27@rpi.edu).

In some cases, the value of the gift card may be taxable income to the individual receiving the gift card. The Controller's Office will review the details in the memo at the time of approval and let you if there are taxable income consequences.

- 2) Once the Gift Card Purchase Request Form has been signed, you can move forward with purchasing your gift cards. Gift cards can be purchased from our preferred supplier Blackhawk Network through the purchase order process in OSCAR, from the Ben & Jerry's location in the Student Union through the purchase order process in OSCAR, or through a department charge with our Rensselaer Collegiate Book Store on campus.

Purchase Order to Blackhawk Network [preferred method for electronic cards]:

Rensselaer has a preferred supplier in OSCAR to purchase gift cards – Blackhawk Network. This relationship was established to purchase gift cards for the specific purposes as outlined above. Before any gift cards can be ordered, approval must be obtained from the Assistant Controller using the [Gift Card Purchase Request Form](#) below. This form must be attached to the Purchase Requisition in OSCAR and appropriate approvals must be obtained before Procurement Services will place the order. For complete ordering and payment instructions please followed the detailed instructions found [here](#) on Procurement Services website.

Rensselaer Collegiate Store [preferred method for traditional cards]

Gift cards for the Rensselaer Collegiate Store and other major national brands can be purchased in-person and charged to your departmental budget. Before any gift cards can be purchased, approval must be obtained from the Assistant Controller using the [Gift Card Purchase Request Form](#) below. The Gift Card Purchase Form will be used as the payment method and must be provided to the store at checkout. The cards will be funded and activated upon checkout from the Rensselaer Collegiate Store.

Purchase Order to Ben & Jerrys (Captain Boker LLC) [preferred method for traditional cards]

Ben & Jerry's has a location in the basement of the Student Union. Obtain a quote directly from the supplier and enter a requisition in OSCAR. Before any gift cards can be ordered, approval must be obtained from the Assistant Controller using the [Gift Card Purchase Request Form](#) below. This form must be attached to the Purchase Requisition in OSCAR and appropriate approvals must be obtained before Procurement Services will place the order.

- 3) When the cards are distributed you MUST complete the Distribution Form below to verify and account for all the cards that were distributed. The completed form should be attached to the purchase order in OSCAR as support. For Collegiate Store gift cards, please maintain a copy of the form in your records.
- 4) If the cards are being distributed as part of a Human Subjects project, you must follow the guidance provided in that policy which is posted on the Finance web site.
- 5) If you have gift cards that are not used or which are not claimed, please secure, and keep these gift cards for a future use. Gift cards cannot be returned. At the time the gift card is awarded, you will need to fill out the log for reporting to Disbursements.

Gift Card Purchase Request Form:

☐

BlackhawkNetwork

☐

Ben & Jerry's

Date: _____

☐

Rensselaer Collegiate Store

Requestor: _____ Department: _____

Signature of Requestor: _____

We would like to request the purchase of the Gift Cards as described below:

The gift cards will be used for: _____

Number of cards needed: _____

Supplier you want the gift cards from: _____

Value you want on each card: _____

FOAPAL to be charged: _____

Date cards needed by: _____

Responsible party for the distribution of the cards: _____

Date cards will be distributed: _____

Approval must be from Assistant Controller:

Approved: _____ Date: _____

Gift Card Distribution Roster :**PO#** _____

Gift Card Supplier	Amount	RIN (if employee or student)	Recipient Printed Name	Recipient Signature	Date

I attest that the above individuals received the gift cards listed.

Printed Name_____
Signature_____
Date

When completed, a copy must be attached to the PO in OSCAR as support.