

ASI/ USU Securing Gift Cards and Prizes Policy

PURPOSE

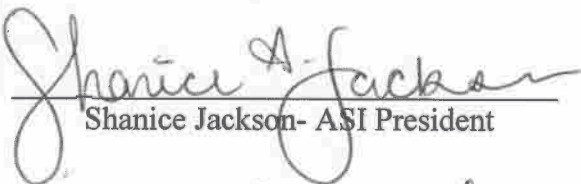
This policy is, and will be in effect in order to outline the procedure for the Associated Students, Inc. and the University Student Union to maintain and distribute gift cards and prizes.

POLICY

It is the policy of ASI and USU to maintain appropriate controls in the security, storage and distribution of all gift cards and prizes, which are to be given to students, faculty, staff and the community at various events sponsored by the Associated Students Inc. and/or the University Student Union.

This policy was voted on and approved by the
ASI Board of Directors on November 6, 2012
USU Board of Directors on November 15, 2012

The following signatures by the ASI President and USU Chair verify the approval of the ASI and USU Board of Directors:


Shanice Jackson- ASI President

2-12-13
Date


Emily Benefield -USU Chair

2-11-13
Date

** This policy may be amended by a two-thirds vote of the ASI and USU Board of Directors.*

Securing Gift Cards and Prizes Policy
Approved
ASI:11/06/12
USU: 11/15/12

PROCEDURE

1.0 Procedure if there is an on-hand inventory of gift cards:

- 1.1 All gift cards will be held in one central location for both ASI and USU. This location will be the safe in the Warrior Activities Center.
- 1.2 Student Assistant, Coordinator, or Board member will be responsible for purchasing their own gift cards or prizes. Once purchased, they will give the WAC Programs Assistant the gift card or prize and a copy of the receipt. The Programs Assistant will keep the gift card or prize in a secure location.
- 1.3 The Student Assistant, Coordinator or Board member will be responsible for pre-filling out the Gift Card/Prize Distribution form. Once filled, they will place the form in the Prize log binder in the WAC front desk.
- 1.4 Once the student comes in to pick up the prize, the WAC Programs Assistant will ask the student for their student ID and have them sign the Gift Card/Prize Distribution Form in exchange for the prize. The form must show:
 - 1.4.1 Student Assistant, Coordinator or Board member Responsible
 - 1.4.2 Event Name and Date
 - 1.4.3 Organization
 - 1.4.4 Pick Up Deadline
 - 1.4.5 Name of Gift Card/Prize and Value
 - 1.4.6 Name of Recipient
 - 1.4.7 Recipient Phone Number or Email
 - 1.4.8 Recipient Signature and Date
 - 1.4.9 Staff Initials
- 1.5 The WAC Front Office staff must return all gift cards and/or prizes not used and the signature form(s) for those gift cards and prizes given away, within five business day of the event, to the WAC Program Assistant. The number of signatures and left-over gift cards and/or prizes must balance against the log which shows the number of gift cards and/or prizes originally taken. This function will be done by the WAC Programs Assistant in order to ensure separation of duties.
- 1.6 On a random basis, the Executive Director and/or Office Administrator will call or email gift card recipients to confirm receipt of the gift card.
- 1.7 If the Office Administrator is not available e.g. vacation, the ASI Administrative Assistant will serve as the back-up.

2.0 Procedure when distributing gift cards or prizes with same day purchase:

2.1 When gift cards/prizes are needed, student assistant, coordinator or board member will purchase the gift cards/prizes on the day of the event. The original receipt will be used in completing the purchase order for payment purposes. The copy of the receipt should be held and used when balancing the ticket purchase with the signature form and the gift card purchase receipt.

2.2 In addition, the same procedures will remain the same as noted above.

3.0 Procedure when we hold a gift card or a prize until the winner picks it up:

3.1 The WAC Programs Assistant will be responsible for holding the prize in the WAC safe. When the winner picks up the prize, the WAC Programs Assistant will follow the same detailed instructions as noted above (see 1.4 through 1.7).

3.2 In addition, the same procedures as noted above will be followed to balance out the purchase and distribution of the gift card or prize.

4.0 Procedure when we giving away large quantities of merchandise such as T-Shirts, Hats, Bobble heads etc.:

4.1 Depending upon the circumstances, no record of receipt is necessary: Please see specific criteria below:

4.1.1 The cost per item is \$15.00 or less and/or

4.1.2 The number of items to be given out is ten (10) or more.

4.1.3 Does not pertain to gift cards