



UMass | Dartmouth

Procedures for Excess Gift Cards

Gift cards may not be returned to stores (may have minor exceptions). Gift cards have value similar to cash.

1. As a result of the above statements, the following procedures should be followed when excess gift cards are purchased (i.e. Ten cards are purchased but only nine are used).
 - a. Department/area with excess card(s) should retain them in a secure location.
 - b. Contact the Controller or Associate Vice Chancellor for Finance and Budget to arrange for safekeeping of the card(s).
 - c. Gift card(s) must be delivered in person to A&F. Person delivering card will be provided with an Excess Gift Card Receipt form.
 - i. The receipt is to be retained by the department for future retrieval of the card(s).
 - d. Controller or AVC delivers card to Bursar's office and receives a signed receipt.
 - i. Bursar's office places the card(s) in a secure envelope that is sealed and,
 - ii. Envelope is sealed with card and envelope seal is signed over seal by Controller or AVC.
 - iii. Bursar employee signs for received card and places card in safe.
 - e. Controller or AVC sends PDF of receipt to department/area of delivered card.
 - i. Controller or AVC retains original receipt.

When Department/Area has need of the excess card:

1. Contacts Controller or AVC for excess card
2. Controller or AVC obtains card from Bursar, providing receipt for pick-up of card
3. Controller or AVC provides for pick-up of excess card.
 - a. Employee who obtains card brings original receipts, signs receipt for same and leaves with Controller or AVC. Employee is provided with a copy.

Summary:

1. Signed receipt for card
2. Signed transfer to Bursar
3. Signed transfer from Bursar
4. Signed receipt back to department/organization.

See attached example of documentation memo for all of the above procedures.