WCSU Policy- Gift Card Purchases on a Grant

5/29/2020

In the rare case where a grant calls for the issuance of gift cards (gift cards are not permitted to be purchased with operating funds), the principle investigator (PI) of the grant must do the following;

1. Keep an organized listing of each gift card. The listing should state that the gift cards will not be released until the service/action the grant states is completed.
2. PI should sign and date the listing when the gift cards are purchased.
3. The recipients of the gift cards will sign and date the listing when they receive the gift card. The PI will put their initials next to the recipient’s signature to acknowledge disbursing the gift card.
4. The signed listing along with receipts should be submitted to the Fiscal Affairs Office.