

Gift Card Request - UCOP

Return completed form to:

Business Resource Center

1111 Franklin St, 9th floor - BRC POP Team
brcpurchaseandpay@ucop.edu

Employee Recognition Awards (Spot) (Maximum \$75 each)

Other _____

Department name

Dept Code

Date

Loc	Account	Fund	Project	Sub	Source	%
FAU 1			_____			
FAU 2						

Gift card selection

Brand	Quantity	Amount (on page 2)	Subtotal	Delivery method	TOTAL AMOUNT
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Others* (specify:)

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*Please note that shipping and handling fees may apply to some gift cards.

Provide statement of purpose for Gift Card(s). If known, include recipient's name, venue/date of presentation, etc.

Custodian (person responsible for gift card inventory)

I understand my responsibilities under Business & Finance G-41 to keep the cards in a secure location and maintain adequate records to support the valid business use of the cards. I understand that any cards unaccounted for will result in a 1099 Miscellaneous Income tax statement being issued to me.

Custodian Signature

Print Name

Phone number

Date

Approving Authority Signature

I certify that: (1) this request for Gift Cards is for the purpose of University business, and (2) I will ensure that cards obtained will be maintained and distributed in accordance with Business & Finance Bulletin G-41.

Approving Authority Signature

Print name

Date

Gift Card Procurement Program

1. Gift cards are mailed from the vendor to the attention of BRC Purchase and Pay Team. Custodian is notified when card has arrived for pickup. The custodian is responsible for safekeeping the gift card(s) and maintaining appropriate inventory records. Any card(s) unaccounted for will result in a 1099 Miscellaneous Income Tax Statement being issued to the custodian.
2. The department is responsible for ensuring: (a) Gift cards are kept in a secured location; (b) Compliance with G-41 when making awards; (c) Maintenance of a log of card recipients, the date and amount awarded, and the purpose of the gift. The department is the office of record for gift inventory and usage for audit purposes.
3. To comply with G-41, recipients of gift cards must be advised that the card should not be transferred to another employee.

Gift Card Ordering

Vendor	Denomination	Shipping Information	Gift Card Information
Amazon	\$10.00	FREE next day shipping	No expiration, no fees
	\$15.00		
	\$20.00		
	\$25.00		
	\$30.00		
	\$35.00		
	\$40.00		
	\$45.00		
	\$50.00		
	\$55.00		
	\$60.00		
	\$65.00		
	\$70.00		
\$75.00			
Peet's	\$5.00	FREE Ground Shipping, 2-4 business days	No expiration, no fees
	\$10.00		
	\$15.00		
	\$20.00		
	\$25.00		
	\$50.00		
Starbuck's	\$15.00	FREE USPS Ground Shipping, 7-12 business days	Starbucks does not charge any fees for the issuance, activation, or use of your Starbucks card. No expiration date.
	\$25.00		
	\$50.00		