

## **Purchasing Card Gift Card/Gift Certificate Purchase Policy & Procedures**

Pursuant to WV Pcard Policies & Procedures the purchase of Gift Cards/Gift Certificates with the purchasing card requires approval by the WV State Auditor's Office **prior** to any purchase. An authorization request form is available on the Purchasing Office website and must be utilized in conjunction with all purchases for Gift Cards/Gift Certificates.

When a purchase is planned, an Authorization form must be completed with all required information and submitted to the area Vice President for approval.

The Vice President will review for purpose and appropriateness of expense in conjunction with the University's and Department's core values and function. If approved, the authorization form will be signed by the Vice President and forwarded to the Purchasing Office.

The Purchasing Card Coordinator will review form, and if all requirements are met and the expense is deemed budgetary appropriate, the form will be forwarded to the WV State Auditor's Office Pcard Division for review.

Once a determination is made by the WV State Auditor's Office Pcard Division, the form will be returned to the Coordinator and a copy of the form will be provided to the cardholder. If the WV State Auditor's Office denies the request the cardholder must re-evaluate his/her programming and develop another plan for the event. If approval is obtained from the WV State Auditor's Office Pcard Division, the cardholder is authorized to then proceed with the purchase of the Gift Card/Gift Certificate.

The itemized invoice for the purchase of the Gift Cards/Gift Certificates must have the authorization attached when submitted with the Pcard reconciliation. The cardholder is also responsible for obtaining the names and contact information of those individuals receiving the card/certificate and attaching it to the invoice and authorization form. If an actual signature is obtained the individual must also print his/her name to ensure legibility.

Failure to adhere to these requirements will result in the cardholder being held personally liable for the purchase. Unauthorized charges will be reported to the WV State Auditor's Office Pcard Division. Misuse of the Pcard can and will result in privileges being suspended/cancelled.

# Pre-Authorization Request for Pcard Purchase of Gift Card/Certificates

(Form must be pre-approved or purchaser assumes liability for purchase. Approved Document must be attached to Pcard reconciliation)

## Vendor Information

Address/Location of Vendor: \_\_\_\_\_

PCardholders Name \_\_\_\_\_

Pcard Last 4 Ending Nos. \_\_\_\_\_

Value of Gift Card/Certificate: \_\_\_\_\_

Number of Gift Card/Certificates Requested: \_\_\_\_\_

## Event Information

Name of Event: \_\_\_\_\_

Date: \_\_\_\_\_

Purpose: \_\_\_\_\_

Participants: (Example - Student Groups, Guest, Visitors)  
\_\_\_\_\_

Potential Number of Attendees: \_\_\_\_\_

Activity Location: \_\_\_\_\_

Requested By: \_\_\_\_\_

Vice President's Approval: \_\_\_\_\_

Coordinator Approval: \_\_\_\_\_

To be completed by WV State Auditor's Office Pcard Division

Approval \_\_\_\_\_

Denied: \_\_\_\_\_

The above name pcardholder may utilize the P-Card to purchase gift cards as outlined on this documents as long as your institution can provide documentation of its authority for this type of expenditure, if requested; and all applicable laws, rules and regulations, purchasing policies, and other governing instruments are adhered to.

Keep a record of the student's name and contact information who receives the card as well as the normally required p-card transaction documentation to be attached to pcard reconciliation.