

# > GIFT CARD PROGRAM

## CLOSE OUT CHECKLIST

### Gift Card Program Information

Custodian Name \_\_\_\_\_ Total Authorized Amount \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Account Code(s) 495102 - Study Subjects

Speedtype(s) \_\_\_\_\_ 550105 - Performance/Supporting Awards Non-Employee

550106 - Non Cash Recognition Employees

550108 - Non Cash Participation/Recognition Non-Employee

### Close Out Reconciliation

Date of Close Out Request: \_\_\_\_\_ Total Dollar Amount Purchased: \_\_\_\_\_

- All expense reports for gift cards under this authorization have been submitted and approved.
- All expenses were allocated to the approved Speedtype(s) and Account Code(s) under this gift card program.
- Total dollar amount purchased is less than or equal to total authorized amount of this gift card program.
- All card denominations match amounts approved under this gift card program.
- Gift card recipients did not receive more than authorized maximum to be received during the calendar year.
- All gift cards were purchased / distributed within the authorized start and end dates.

**Do you have any remaining Gift Cards on hand (excess cards)?**      **Yes**      **No**

- If yes, which of the following actions will be taken?
- Personally reimburse University for expense of excess cards.
  - Transfer excess cards to another authorized gift card program (provide program details).
  - Unsure / Will discuss with Fiscal Compliance with close out submission.

### Tax Reporting Requirement

#### Study Subject Participation

No Reporting Required - No individual received more than \$700 during this calendar year.

Reporting Required - Study Participants received more than \$700 during the calendar year.

- Have you already submitted Payment Reporting Form to PSC for this calendar year?

**Yes**      **No**

#### Non-Employee and/or Employee Participation & Recognition

Were any payments this calendar year issued to University of Colorado (CU) employees?      **Yes**      **No**

If yes, have you already submitted the Recognition Reporting Form (RR) to Employee Services?      **Yes**      **No**

Did any Non-Employees receive over \$700 during this calendar year?

**Yes**      **No**

If yes, have you already submitted the Payment Reporting Form to the PSC?      **Yes**      **No**

### Close Out Documentation Provided

#### Required

- Gift Card Authorization form to be closed.
- Tracking Log - all fields filled in, lists all gift cards under the authorization including those purchased but not distributed.
- Purchase Receipt(s)

#### Best Practice (not required)

- m-Fin Financial Detail report showing all cards purchased under this authorization.

### Additional Information for Close Out Review (Optional)