

Supporting Documentation Guide

Supporting Documentation is required with the submission of all gift card, petty cash, and change fund requests. This document will describe what supporting documentation should be included with each request.

Internal Controls

Which Requests is it required for:

New & Update Requests for – Gift Cards, Petty Cash, and Change Funds.

What is it?

This is a documented set of handling and safeguarding procedures for the cash/cash-like instruments requested. The Internal Controls at a minimum should include the following sections: Purpose of the program, Custody, Security, Tracking/Distribution, Inventory, Loss, Approvals. When changes to a program happen, this document should be updated to reflect them.

What should this document look like?

The Finance Office provides a sample set of internal controls for each type of requested program. This sample may be adapted to fit the specifics of the requested program. These can be as detailed as needed.

Purpose for the Fund/Gift Cards:

Which Requests is it required for:

New & Update Requests for – Gift Cards, Petty Cash, and Change Funds.

What is needed?

Can be sent in email body with the completed request form. This should elaborate on the purpose of the cards or petty cash/change fund, frequency of distribution/use, etc. Should be as detailed as possible.

COMIRB Approval (If Payments to Study Subjects):

Which Requests is it for:

Gift Card & Petty Cash Fund Requests where payments are made to Study Subjects.

What is needed?

Documentation of COMIRB approval for our records, or rationale for not needing COMIRB approval for the study.

Study Subject Payment Questionnaire (If Payments to Study Subjects – Petty Cash)

Which Requests is it for:

Petty Cash Fund Requests where payments are made to Study Subjects.

What is needed?

Completed Study Subject Payment Questionnaire located on the Finance Office website.

HR Recognition Program (If for University Employees)

Which Requests is it for:

New & Update Requests for Gift Cards where cards could/will go to an employee of the University.

What is needed?

Approved recognition program signed by HR. Reach out to [Kaylene McCrum](#) for more information.

Once HR has approved the HR Recognition Program please attach with your gift card request form and send to pccg@ucdenver.edu for processing.