





controls are in place to safeguard, store and prevent loss. Cards should be kept in a secure, locked device.

2. A single individual must be designated custodian of the gift cards. This individual will be responsible for ensuring that all purchasing, security, dispensing, and replenishing procedures are followed.
3. Custody may be transferred temporarily from the designated custodian to other departmental personnel. A receipt acknowledging the transfer of responsibility should be signed and dated by both parties.
4. A distribution log for gift cards should be maintained if the card issuance volume is sufficient to warrant a record for inventory control. The log should have the date, card number, vendor, the number of cards purchased by amount, the number of cards distributed, and the balance on hand. The log must be submitted to Accounting & Financial Reporting monthly.
5. A reconciliation of gift cards should be conducted every time gift cards are purchased, or at least on a monthly basis. The reconciliation should consist of verifying that the number of cards purchased minus the number of cards disbursed agree with the cards on hand. The inventory needs to be performed by an individual who is not responsible for the issuance or

