



Washington University in St. Louis

Procurement Card Program

Subject Payment Gift Cards Agreement

(Updated 9/30//2014, Effective 10/01/2014)

I have received and reviewed the guidelines for purchasing gift cards to be used as subject payments on a university procurement card. I agree that the department will:

1. Purchase gift cards in quantities to last approximately one month.
2. Provide report to tax by the 15th of the month using the provided Excel template. File should be password protected and passwords should be sent in a separate email.
3. Assign the management of this process to one person in the department with a second named as backup.
4. Follow existing procurement card policies including prompt review and approval of transactions in AIS.

Department Name: _____

Employee assigned to manage reports to tax: _____

Employee(s) assigned to manage Procurement Card purchases: _____

Employee(s) who will act as backup: _____

Describe the process the department uses to safeguard the gift cards:

Describe the dept. process used for purchasing and tracking the gift cards so that each grant or funding source is only paying for the gift cards used in conjunction with that funding source:

Describe the dept. process used for ensuring that required data is collected and submitted to tax monthly:

I have addressed and resolved any questions or concerns I have to the Card Programs Administrator prior to signing this form. I agree to comply with the policies outlined in this document.

Business Manager or Equivalent Signature

Employee Assigned to Manage Tax Reports Date

Tax Approved

SPA Approved