



# Washington University in St. Louis

## Procurement Card Program

### Subject Payment Gift Cards Agreement

(Effective 7/1/2021)

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 15<sup>th</sup> 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 Workday.

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:

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Describe the dept. process for maintaining an internal reconciliation of gift cards purchased, distributed and on-hand so that each grant or funding source is only paying for the gift cards used in conjunction with that funding source:

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

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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