

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

7055P Gift Card Procedure

Guest Lecturer/Presenter Agreements must be prepared and shall include the name of the person(s) presenting.

- 1) The “Other” category under the payment section shall state that a gift card is the compensation.
- 2) The name of the retail store and the amount of the gift card shall be included.
- 3) The presenter shall sign the Guest Lecturer/Presenter Agreement and the Gift Card Acknowledgement. These forms are available in Virtual Office/Forms/Accounts Payable.

For gift cards purchased with a procurement card, the purchase shall be recorded on the procurement transaction log. A receipt shall be obtained from the vendor and attached to the procurement transaction log along with the Guest Lecturer/Presenter Agreement and Gift Card Acknowledgement.

For gift cards purchased with a purchase order, the purchase order shall be completed before the gift card is purchased. A receipt shall be obtained from the vendor. Upon completion of the transaction, the Guest Lecturer/Presenter Agreement and Gift Card Acknowledgement shall be forwarded to the Business Office. The business office will file the Guest Lecturer/Presenter Agreement and the Gift Card Acknowledgement with the vendor receipt in the vendor paid files.

Gift cards are to be coded utilizing object code 1590, Donated Services and Labor.

Date of Adoption: SGC 3/19/09
Date of Implementation: 3/19/09
Date & Subject of Revisions: