

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 Employee Central/Employee Forms/Accounts Payable Forms.

For gift cards purchased with a purchasing card, a receipt shall be obtained from the vendor and attached to the receipt form, with a copy of 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.

<i>Date of Adoption:</i>	<i>SGC 3/19/09</i>
<i>Date of Implementation:</i>	<i>3/19/09</i>
<i>Date &amp; Subject of Revisions:</i>	<i>4/24/12 Revised- credit card reference changed to purchasing card</i>