

UMKC Gift Card Program Approval Form

Approval of all Gift Card Programs must be obtained by completing this form prior to a gift card purchase request. This plan should give assurance that safeguards and controls are in place in order to document that the cards were given out to their intended recipients in accordance with BPM 220. Once a Program has been approved this form should be attached to the Show-Me-Shop (SMS) order.

1. Who will receive gift cards (check all that apply): Employees Research Subjects Non-Employees Students

2. Name of Gift Card Program: _____
 If for research subjects, please provide Institutional Research Board (IRB#): _____

3. Program Date: From _____ To _____ ; Description of Program (attach additional pages if needed):

4. Identify an employee for each of the following roles. Roles (a), (b), and (c) require separate individuals.

- a. Program Administrator: _____
 (Who oversees the program? Person responsible for authorizing transactions including purchases and distribution of cards)
- b. Custodian: _____
 (Person responsible for safekeeping of gift cards)
- c. Record Keeper: _____
 (Person responsible for maintaining records of card purchases, inventory, and distribution in compliance with BPM220)
- d. Reconciler: _____
 (Person responsible for inventory count of the cards on hand and comparing inventory to all related information on a monthly basis)

5. How will the gift cards be safeguarded until distributed? _____

6. Purchase Details (list all types of cards purchased for the entire Program):

- a. Retailer(s): _____ / _____
- b. Dollar Amounts of each Gift Card: _____ / _____ c. Number of Gift Cards: _____ / _____
- d. Total Dollar Amount of Gift Cards: _____ e. MoCode: _____

7. Approving Signatures:

- a. Primary Fiscal Officer: _____ Date: _____
- b. Dean/Director (or Designee): _____ Date: _____

For Approving Official Use Only	Signature of appropriate program administrators	Date
Approved by VC Finance & Adm		
Approved by Human Resources *		
Approved by Office of Research *		
Approved by Supply Chain *		