**Why is this process changing?**
A review of the process identified many gaps in the management of gift cards on our campus. Essentially gift cards are cash that the University is responsible to report on. A process that tracks how these are purchased, distributed and reconciled ensures that we are meeting expectations of external agencies.

**How will I purchase gift cards?**
Purchases of gift cards will be supported through EPIC. The University of Manitoba Bookstore will be stocking a variety of gift cards to accommodate your varying needs and these cards will be available through their catalog in EPIC for you to purchase.

**Can I purchase gift cards using my University credit card?**
No, Purchases of gift cards will not be supported using your credit card. All requests must be processed through EPIC.

**Do I need to do anything different when I am distributing gift cards?**
Yes, the business cards which explain the recipient’s responsibilities in terms of tax return requirements need to be provided with your gift card when it is distributed.

Additionally, individuals who receive gift cards will need to sign for receipt on the new form that will be available to you through the Financial Services forms page

**Why do I need to reconcile the distribution of gift cards?**
A reconciliation process will be required by all Faculties/Departments to ensure that purchased gift cards are distributed and accounted for within a timely manner.

**How do I reconcile gift cards?**
A new form has been developed for this reconciliation process that allows you to track each individual card, the distribution information (who, when, why) and the amounts. Completed forms will be provided to Travel Services. This form is available on the Financial Services Forms website.

**What if the participants require confidentiality of participation in the project?**
A list of names coordinating the recipients to a random set of numbers must be kept by the researcher. This random set of numbers can then be used for the reconciliation form to Travel Services. The list of names coordinating the recipients to a random set of numbers, with the recipients signature must be kept by the researcher in a secure location for 7 years and must be signed off by the researcher’s one-over one.

**How long can I keep gift cards in stock in our office?**
Gift card purchases should be for the current fiscal year only.

**What is the process for managing excess gift cards?**
Any Gift Cards not handed out should be returned to Financial Services. The gift card holders may also purchase the remaining gift cards as well as long as this is detailed in the reconciliation. Gift cards may be purchased by paying for them, by cheque to the appropriate FOAP, at the UofM cashiers office.

**What can I use gift cards for?**
- Research study participants
- Student recognition
- Gifts for visitors
- Student prizes

**What can’t I use these for?**
- Employee recognition
- Personal use