After review of the purchase and management of gift cards at the University of Manitoba, a new process has been developed that will be effective December 1st, 2014.

**New Process for Purchasing 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
  - These cards will be available through their catalog in EPIC for you to purchase.
- All gift card requests will require approval through Financial Services before the order is finalized and sent to the Bookstore to process.
- Upon fulfillment of your order, the Bookstore will provide you with your requested gift cards and a “notice to recipient” for each gift card you receive that must be distributed with the cards.
  - These “business cards” will include important tax information for the gift card recipient.

**New Reconciliation Process**

In addition to the change in the method of how you purchase gift cards, a reconciliation process will be required by all Faculties/Departments which will identify:

1. Who gift cards were distributed to
2. The reason for the distribution.
- A new form has been developed for this reconciliation process and is available on the [Financial Services Forms website](#).
- Reconciliations must be completed on or before March 31 of each year and when all gift cards have been distributed.
- Every year on March 31st, the value of any undistributed gift cards will be removed from your FOAP - on April 1st the amount will be added back to your FOAP.
  - Please note that undistributed gift cards cannot be charged as an expense against any Fund.

Please also review the [FAQ](#) document.

If you have questions regarding this new process please contact your Budget Accountant.