

WESTERN MICHIGAN UNIVERSITY



Gift Card and Cash Payment Policy and Procedures

Update 7/18/13

Gift cards and cash payments may be disbursed to individuals for approved business reasons. Pre-authorization is required.

Grants and Contracts projects/studies are required to adhere to specific requirements that are stated in the policy document which can be found at [Grants and Contracts Forms](#).

Preapproval for gift card purchases is required. Include preapprovals with purchasing documentation. Gift card purchases can be made with the university procurement card. Procurement card purchases can be made at merchants that are currently allowed. Gift cards must be treated as cash and kept in a secure location.

Gift card and cash payment award recipients must be reported to Accounts Payable using the Prize Award form which can be found at [Accounts Payable Forms](#). These cards or payments need to be tracked and aggregated by recipient to ensure whether or not they are reportable to the IRS. For each individual receiving a gift card or cash payment, you will need to obtain a name, address, social security number and record the dollar amount of gift card provided or cash payment amount being requested. Prize award forms/spreadsheets should be provided to Accounts Payable on a quarterly basis with a calendar year-end deadline of Dec 31st.

Contact Accounts Payable for additional information.

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