



University Policy

Due to the liquid/cash-like nature of Gift Cards and applicable state and federal laws, the use of Gift Cards for University purposes is allowed only in very limited situations and only in compliance with specific administrative and fiscal controls.

To provide the appropriate administrative and fiscal controls regulating the University's use of Gift Cards, and to provide procedures to assure compliance with state and federal rules and laws.

University employees and students.

Illinois Ethics Act

[IRS Publication 15-B, Employer's Tax Guide to Fringe Benefits](#)

Gift certificates and Gift Cards, regardless of the value, are considered by the IRS as cash equivalents and are subject to tax reporting, tax withholding, or both, and therefore are allowed in University business only in the following circumstances and with the following controls. The use of Gift Cards should be considered only when no other options are viable. The use of Gift Cards should be infrequent and conservative in value.

Gift Card Amount / Levels

Gift Cards may be purchased only with a face value of \$50 or less.

Gift Cards may be purchased in the following amounts and used for the following purposes:

1. Gift Cards may be given as prizes, recognition awards or tokens of appreciation. For example, they may be given as a "thank you" to volunteers who perform a non-employment service, or to a student who completes a survey or participates in a special activity.
2. Gift Cards may be used for research participants.



Gift Cards shall not be used for the following purposes:

1. Gift CardsC





Use of University Gift Cards
Policy F1.06.2

Responsible Officer: Director of Purchasing
Responsible Office: Purchasing Office



Use of University Gift Cards

Responsible Officer: