



## University Guide to Gift Cards, Prizes, and Gifts

Applicable gift and prize-related university policies include:

- [Gifts to Employees policy](#)
- [Prizes, Gambling Events, and Wagering policy](#)
- [Gifts or Donations from University to External Parties policy](#)

### **Approvals:**

The university requires departments to obtain prior approval from the area **VP/Dean** for prizes and gifts (given outright; not in consideration of or for which a return benefit will be received).

**Accounts Payable** must also pre-approve all gifts to employees and must approve any gift card purchases (to be distributed either internally or externally).

Pre-approval should be obtained and documented through the following:

- Gifts – [Gift/Gift Card Approval Form](#)
- Prizes – [Prize Authorization Request and Reporting Form](#)

Approved forms must be submitted to the Accounts Payable Manager and included with either the ProCard or Employee Reimbursement Request support.

### **Reporting:**

Upon distribution of the gift or prize, recipient information must be reported back to Accounts Payable for tax reporting purposes.

- Gifts – [Gift/Gift Card Reporting Form](#) (regardless of value to employees or non-employees) – complete this form electronically and send to [accountspayable@depaul.edu](mailto:accountspayable@depaul.edu).
- Prizes – [Prize Authorization Request and Reporting Form](#) (for prizes given to employees of any cash value and non-cash value > \$75 and cash and non-cash gift valued >\$75 given to non-employees) – add recipient data to the same form that was previously used to obtain pre-approval from the VP/Dean.

**Note: Gift cards may be reported on either form, depending on the purpose of the gift card.**

For further information on gift cards specifically, visit [Gift Cards](#).