Effective Date: July 7, 2022
Approved by: Pete Heilgeist, Chief Procurement Officer
Authority: POL-U5348.01 Purchasing Goods and Services Policy

See Also:

<table>
<thead>
<tr>
<th>Document #</th>
<th>Document Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>STN-U5348.01D</td>
<td>Standards for Purchasing Awards, Prizes, Incentives, and Gifts</td>
</tr>
</tbody>
</table>

**TSK-U5348.01A PURCHASING ELECTRONIC GIFT CARDS**

Following approval from the Purchasing Department, via the *Request to Provide Award, Prize, Incentive, or Gift e-form* (FRM-U5348.01E), the authorized department purchaser will:

1. **Use** Amazon.com to select an electronic gift card.
   a. Use the words “gift card” in the search field on the Amazon site and select any company option.
   b. Ensure the amount of the gift card is within allowable limit.

2. **Use** the recipient’s wwu.edu email address. **Personal email addresses are prohibited** when issuing electronic gift cards to students and employees.
   a. If the approved recipient is an external party, you must have some documentation for the file demonstrating whose email address is being used.

3. **Use** a University P-Card to purchase the gift card via the Amazon website. **Do not use a personal credit card.**

4. **Review** the Amazon receipt to ensure the correct addresses and amounts were entered.

5. **Retain** the Amazon receipt for in the event of an audit.

6. **Enter** the approval esign form # is into the *Alternate Refer Number* field in PaymentNet when reconciling pcard payments.
   a. See example snapshot on page 2:
### Transaction Detail - General Information

<table>
<thead>
<tr>
<th>General Information</th>
<th>Receipts</th>
<th>Addendum</th>
<th>History</th>
</tr>
</thead>
</table>

**Transaction Information**

- **Settlement Method**: Commercial Card
- **Transaction Type**: Purchase
- **Cardholder Name**:
- **Account Number**: 5942
- **Transaction Date**: 03/09/22
- **Post Date**: 03/10/22
- **MCC**: 5942
- **Merchant**: AMZN MKTP US
- **Merchant Location**: AMZN COM/BILL, WA, US
- **Original Merchant**: AMZN MKTP US
- **Parent Merchant**: AMZN MKTP US
- **Customer Code**: E13673003-31980
- **Micro Reference**: 24092162068100113639031
- **Authorization Number**: 017994
- **Transaction ID**: 35259045110001
- **Original Currency**: USD
- **Original Amount**: $50.80
- **Tax**: $4.10
- **Settlement Currency**: USD
- **Total**: $50.80

**Approval Status**

- New

**Accounting Codes**

- **Chart of Accounts**: COA - USE3758
- **Fast Index**: FBFAST
- **Fund**:
- **Organization**:
- **Account**: E999 - Unreconciled PCARD
- **Program**:
- **Activity**:
- **Location**:
- **DO NOT USE**:
- **Doc Ref Number**:
- **Alternate Ref Number**:

**Transaction Custom Fields**

- **Tax on Receipt**:
- **Foundation**:
- **Grant**:

**Transaction Notes**

- 3000 characters maximum (applies to all transaction notes)