

TASK

Effective Date: July 7, 2022

Approved by: Pete Heilgeist, Chief Procurement Officer

Authority: [POL-U5348.01](#) Purchasing Goods and Services Policy

See Also:

Document #	Document Title
STN-U5348.01D	Standards for Purchasing Awards, Prizes, Incentives, and Gifts

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:

- Use** Amazon.com to select an electronic gift card.
 - Use the words “gift card” in the search field on the Amazon site and select any company option.
 - Ensure the amount of the gift card is within allowable limit.
- Use** the recipient’s wwu.edu email address. Personal email addresses are prohibited when issuing electronic gift cards to students and employees.
 - If the approved recipient is an external party, you must have some documentation for the file demonstrating whose email address is being used.
- Use** a University P-Card to purchase the gift card via the Amazon website. Do not use a personal credit card.
- Review** the Amazon receipt to ensure the correct addresses and amounts were entered.
- Retain** the Amazon receipt for in the event of an audit.
- Enter** the approval esign form # is into the *Alternate Refer Number* field in PaymentNet when reconciling pcard payments.
 - See example snapshot on page 2:



Transaction Detail - General Information

[Return to Transaction List](#)

General Information Receipts Addendum History

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Save Dispute

* Required Fields

Transaction Information

Settlement Method Commercial Card
Transaction Type Purchase
Cardholder Name
Account Number
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*1W5GN8M12
Parent Merchant AMZN MKTP US
Customer Code 111-8787003-31690
Micro Reference 24692162068100113639031
Authorization Number 017954
Transaction ID 3525904511001
Original Currency USD
Original Amount \$50.80
Tax \$4.10
Settlement Currency USD
Total \$50.80

Approval Status – New

Review

Approval 1

Accounting Codes

Chart of Accounts COA - US63799
Fast Index FBFFAST
Fund
Organization
Account* E999 - Unreconciled PCARD T
Program
Activity
Location
DO NOT USE
Doc Ref Number
Alternate Ref Number
FM Job Cost

Transaction Custom Fields

Tax on Receipt
Foundation
Grant

Transaction Notes

3000 characters maximum (applies to all transaction notes)