

<b>Subject: National City Visa Gift Cards</b>	Author: Controller/Treasury
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Last Revision:	Revised By:
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## I. Policy

- A. National City Visa Gift Cards (subsequently called ‘Cards’) offer an optional payment method for non-recurring payments to various parties. Payments may be for the purpose of recognizing employee outstanding performance, employee and non-employee participation in research and studies, and appreciation for a guest’s time and talents. These Cards may not be appropriate for all situations or circumstances. Consider carefully the following information to determine their applicability to your needs.
- B. Cards may **NOT** be used:
1. To pay trade suppliers for goods and/or services received and/or rendered.
  2. To pay any type of wages for services rendered.
  3. To circumvent university purchasing, reimbursement, payroll or accounts payable procedures.
- C. Cards are the same as cash and must be handled accordingly. Only employees authorized to handle monies for university business should have access to Cards. Employees are required to appropriately safeguard, account for and document all Gift Cards. Until disbursed, Cards should be maintained in a secure, locked device or some other location appropriately approved by the Controller’s Office for money storage.
- D. Minimum order is **ten (10)** Cards with a **minimum value amount of \$25** and a **maximum value amount of \$500** for each card.
- E. The department will also be responsible for the activation fees and shipping charges.
1. The bank charges an activation fee of \$2.95 per card.
  2. Shipping fees will be charged to the department’s shipper’s account such as U.P.S., FedEx, etc. (to be provided on the Request for Disbursement form as instructed in III. Order Request Procedures).
- F. Gift Cards, in any denomination, given to employees are taxable and must be reported on their W-2. [Additional information on employee taxable compensation](#) .
1. Gift Card compensation to an employee is reported to Human Resources using their [“Noncash Compensation Form.”](#)

2. Mark type of compensation as Gift Cards and enter the total amount of the Gift Card in Taxable Amount.
3. Return the completed, signed, and dated original to Controllers Office /Treasury Management via Campus Mail. The form will be forwarded to Human Resources.

## II. General Information

- A. The Gift Card is a prepaid Debit Card that carries a fixed cash amount determined by the giver at the time of purchase. It can be used anywhere Debit Cards are accepted and each time it is used, the purchase amount is deducted from the available balance. Cards can only be used for purchases. They are **invalid** for ATM or cash back transactions.
- B. Gift Card orders are submitted to Treasury Management in the Controller's Office using the Request for Disbursement form (instructions to follow in Section III. Order Request Procedures) and must be received at least fifteen (15) business days before Cards are needed. Orders will be processed after the request has been reviewed and approved.
- C. **Caution should be exercised when determining the number of Gift Cards to order since they cannot be returned to the bank for refund if not used and have an expiration date.** After the Cards are received by the Department they are guaranteed not to expire before twelve (12) months and can have an expiration date of up to thirty-six (36) months.
- D. Upon receipt of the Gift Card the Recipient must activate the card either by contacting National City Bank at the telephone number listed on the back of the Gift Card or by accessing the National City Bank Gift Card website at:  
<http://www.nationalcity.com/Personal/Cards/PrepaidCards/GiftCard.asp>.
- E. After the Gift Card is activated, the Recipient can obtain Gift Card balance and transaction information by contacting National City Bank at the telephone number listed on the back of the Gift Card or by accessing the National City Bank Gift Card website at:  
<http://www.nationalcity.com/Personal/Cards/PrepaidCards/GiftCard.asp>. Vendor's capabilities vary and if a purchase is made exceeding the available balance of the Gift Card, the vendor may only receive a decline notification with no information of the actual balance available. The Gift Cardholder can choose to pay the difference of the purchase and the Gift Card balance by another means of payment.
- F. An inactivity fee of \$2.50 monthly will begin on the seventh month of inactivity after the card has been activated by the cardholder. The \$2.50 monthly inactivity fee will be charged until the card is used again or the balance is zero.
- G. Cards that are lost or stolen can be replaced by contacting National City Bank at the telephone number listed on the back of the card. Card holder will need to have the 16-digit card number to request replacement and a replacement card fee will be charged. As long as the lost or stolen card is reported immediately, the cardholder will not be responsible for any unauthorized merchant charges.
- H. A brochure of Terms and Conditions fully explaining the rules regarding the use of the Gift Card is provided with each Gift Card and must be given to the recipient. The gift recipient accepts the terms and conditions by either signing the back of the card or using the card.

### III. Order Request Procedures

- A. VISA Gift Card orders are submitted using the [Request For Disbursement \(RFD\) form](#) and completed as follows:
1. Vendor's Complete Mailing Address: Enter National City Bank - VISA Gift Cards.
  2. Department Information: Enter Name, Contact, Phone, and Email Address.
  3. PS Vendor Number: Enter Vendor Number for National City Bank: 0000069057.
  4. Date: Enter Date of the Request
  5. Special Instructions: Enter order information as follows:
    - a. Enter number of Cards and the value of each card requesting to be ordered. (Ex.: 10 Cards @ \$25.00 each).
    - b. Enter the name of the shipping company and the account number to be used for shipping the cards.
    - c. Identify the name of the person who will pick up the cards. **Note: Identification will be required at pick-up.**
  6. Line Description Information: Provide precise information explaining how the Cards are going to be used and who will be receiving them.
  7. Speed Type, Account and Reimbursement Amount: Indicate each as follows:
    - a. Enter the Speed Type/Program and Account number to be charged for the total face value of the cards with multiple Speed Types being used, if needed. Enter the total in Reimbursement Amount.
    - b. Enter the Speed Type/Program and account number to be charged for the activation fees with multiple Speed Types being used, if needed. Enter the total in Reimbursement Amount.
    - c. If the order is to be charged against a Sponsored Program, account number 155125 (National City Visa Card) must always be charged for both the total face value of the cards and the activation fees. See V. Reconciliation for information pertaining to specifying the account number(s) to be debited after the cards have been distributed.
  8. Authorized Signature: Sign at Authorized Signature, Printed Name and Title. The Authorized Signature must be an employee with the authority to approve cash disbursements.
- B. The completed **original** RFD must be submitted to Treasury Management in the Controller's office.

#### **IV. Pickup**

- A. Upon receipt of the Cards a member of Treasury Management will notify the contact person via the email address provided on the RFD.
- B. The person picking up the Cards must be the same person identified on the RFD as the responsible party assigned to pickup the cards and they must be prepared to present identification.
- C. At pick-up, the responsible party will verify count of Cards and sign Receipt Log.

#### **V. Reconciliation**

- A. Cards must be distributed in a timely manner. Note: Cards expiration date can be a minimum of twelve (12) months.
- B. Sponsored Program - As the National City Visa Cards are distributed or at least monthly, the department will need to submit a [Petty Cash Request Form](#) and supporting documentation to the Controller's Office. The Controller's Office will then make an entry to expense the National City Visa Card to the requested expense account and credit 155125 – National City Visa Cards.
- C. National City Visa Cards purchased using non-Sponsored Program speedtypes will normally be charged to an expense account when requested. A department can choose to utilize the 155125 – National City Visa Card account; however, they will be required to submit a Petty Cash Request Form as the National City Visa Cards are distributed.
- D. For more information see [Petty Cash Fund/National City Visa Card Policy](#).

**UNIVERSITY OF LOUISVILLE**

**REQUEST FOR DISBURSEMENT**

OFFICE OF THE CONTROLLER

Student ID # \_\_\_\_\_ Employee ID # \_\_\_\_\_ Other   
 (Please complete one)

VENDOR OR PAYEE'S COMPLETE MAILING ADDRESS  NATIONAL CITY BANK VISA GIFT CARDS	Department Name: XX _____  Department Contact: XX _____  Department Phone: XX _____ /EMAIL XX _____
<u>PS Vendor Number:</u> 0000069057  Date: XX _____	SPECIAL INSTRUCTIONS: (# of cards) @ \$ _____ EACH Shippers Name _____ Acct. # _____ Name of Employee Picking Up Cards _____
<u>Line Description Information:</u> (For entertainment: Who/What/When/Where)	
<b>AMOUNT</b>	
Information Pertaining To What the Cards Are To Be Used For	
<b>TOTAL</b>	
<b>\$0.00</b>	

SPEED TYPE	ACCOUNT	REIMBURSEMENT AMOUNT
XX	XX	XX
XX	XX	XX
Please check if attachment should accompany check to the vendor <input type="checkbox"/>		<b>\$0.00</b>

EMPLOYEE'S SIGNATURE (REIMBURSEMENTS ONLY) \_\_\_\_\_ TITLE \_\_\_\_\_

SUPERVISOR'S SIGNATURE \_\_\_\_\_ SUPERVISOR PRINTED \_\_\_\_\_ TITLE \_\_\_\_\_

XX \_\_\_\_\_ XX \_\_\_\_\_ XX \_\_\_\_\_  
 AUTHORIZED SIGNATURE AUTHORIZED PRINTED TITLE

DEPT. HEAD SIGNATURE (ENTERTAINMENT ONLY) DEPT. HEAD PRINTED \_\_\_\_\_ TITLE \_\_\_\_\_