

How to Purchase Gift Cards with Your PCard

Pursuant to the WV State PCard Policies and Procedures, gift cards cannot be purchased with your PCard unless approved **in advance** by the WV State Auditor's Office, PCard Division.

To request approval, complete the **Gift Card Request Form** (which is available in the Institutional Forms Repository) and email the completed form to PCardHelp@fairmontstate.edu

Note! Gift Card Request Forms require the cardholder's signature and well as Budget Manager/Supervisor's signature. By signing the form, the Budget Manger is indicating that budget is available and the purchase is appropriate in conjunction with the University/College and Department core values and function.

The Agency PCard Coordinator will review the form and if all requirements are met and the expense is deemed appropriate, the form will be sent to the WV State Auditor's Office, PCard Division for approval.

The WV State Auditor's Office, PCard Division will return the "Approved" or "Denied" Form to the Agency Card Coordinator and a copy of the form will be provided to the Cardholder.

- If "Approved" the cardholder can proceed with the purchase. The approved **Gift Request Form** must be maintained and scanned with the PCard receipt and Student Award/Prize Form.
- If "Denied" the cardholder must re-evaluate his/her programming and develop another plan for the event.

Things to Remember:

- All gift card purchases must be pre-approved.
- Failure to obtain pre-approval will result in the cardholder being held personally liable for the purchase and the incident will be self-reported to the State Auditor's Office, PCard Division and the cardholder will receive the appropriate number of violation points.
- Gift cards cannot be given to employees for employee recognition.
- Student Prize Form is required (form is available in the Institutional Forms Repository).