
GUIDELINES FOR PURCHASING & EXPENSING GIFT CARDS

UNIVERSITY PROCEDURES

December 4, 2024



PURCHASING GIFT CARDS

Gift cards should be purchased in either of the following two manners:

1. For non-employee recipients:

It is recommended that you purchase gift cards via the Blackhawk Network punchout catalog in UVA Marketplace. Additional information and resources for this process can be found [here](#).

*Employees who participate in a clinical trial/study that would qualify them as 'Human Subjects' would be considered 'non-employees'.

2. For employee recipients:

It is required that you purchase gift cards via a University T&E Card. Employee gift cards should not be purchased via the Blackhawk Network punchout catalog or via a Purchase Order.



EXPENSING GIFT CARDS

Gift cards should be expensed in one of the following manners:



For **non-employee** recipients (including students and employees participating in a clinical trial/study):

- After purchasing gift cards via the Blackhawk Network punchout catalog in UVA Marketplace (recommended):
 - Please use either of the following Spend Categories for your purchase (whichever is appropriate):
 - i. Gifts Non-Cash Non-Employee (SC0118)
 - ii. Services Human Subject Payments (SC0210)
- After purchasing gift cards via a University T&E Card:
 - Please use either of the following Expense Items for your purchase (whichever is appropriate):
 - i. Gift Card Non-Employee
 - ii. Human Subject Payments

For **employee** recipients (including MC or UPG):

- After purchasing gift cards via a University T&E Card:
 - Please use the following Expense Item for your purchase:
 - i. Employee Award Taxable
 - ii. Human Subject Payments (**only** for Employees who are considered ‘Human Subjects’ in a clinical trial/study)

Need more help? Visit [this](#) UVAFinance page for Expense Item Descriptions and to find your Expense Ambassador.

ADDITIONAL NOTES

- University employees are not allowed to purchase gift cards with personal funds and seek reimbursement.
- If gift cards are being distributed to students, please seek approval from Student Financial Services prior to purchase or distribution.
- Gift cards are taxable at any amount.
 - For **non-employee** recipients: Departments will be responsible for tracking all gift cards issued to non-employees. **Process details TBD.**
 - If your specific gift card purchase has IRB guidelines that prevent you from tracking certain information (or any information in some cases), please follow those guidelines accordingly.
 - For **employee** recipients: All gift cards to employees will be taxed via the Expense module in Workday, as these purchases are required to be on a University T&E Card.

