A new version of the America to Go (ATG) catalog/punchout is scheduled to go live in UVA Marketplace on March 2, 2024.

- Keep an eye out for:
  - Updated resources and an email invitation for a training webinar (led by ATG)

- Expect:
  - A new landing page with updated reports and major initiatives of the university
  - Slight formatting changes for creating orders that are designed to improve efficiency
PROCUREMENT OF GIFT CARDS

Updated process overview

➢ Effective February 14, 2024, the current National Gift Card catalog/punchout will be disabled in UVA Marketplace

➢ Gift cards (physical or electronic) should be procured via University-issued T&E Cards
  *Note: Individuals/departments cannot be reimbursed for the procurement of gift cards

➢ Gift cards should not be procured via Requisition Events/Purchase Order requests

➢ For Non-Employee gift card procurements, continue following current processes for tax reporting
PROCUREMENT OF GIFT CARDS

Expensing process

**Expense For**
- **Employee**
  - Gift Card Amount
    *All gift cards can be entered as a lump sum cost, but each Employee's name should be entered as a recipient (see next slide for further information)*
  - Processing Fee (if applicable)
    *All gift card processing fees can be entered as a lump sum cost in Workday expenses*
  - Employee Award Taxable
  - Human Subject Payment
  - Gift Card Service Fee

- **Non-Employee**
  - Gift Card Amount
    *All gift cards can be entered as a lump sum cost, but each Non-Employee’s name should be entered as a recipient (see next slide for further information)*
  - Processing Fee (if applicable)
    *All gift card processing fees can be entered as a lump sum cost in Workday expenses*
  - Gift Card Non-Employee
  - Human Subject Payment
  - Gift Card Service Fee

**Expense Line**

**Expense Item**

EXAMPLE EXPENSING (FOR BOTH EMPLOYEE AND NON-EMPLOYEE ENTRIES)

➢ If $500.00 worth of gift cards were purchased on your T&E Card ($50 per card for 10 individuals), you can enter this as a lump sum ‘Total’ for Gift Card Amounts, but you will also need to enter each of the 10 individual’s names (Employee or Non-Employee) name into the recipient section of the Item Details.

➢ If recipient information is not yet known, or if a particular procurement requires recipients to remain anonymous, there is the option to enter those as ‘TBD’ or ‘Other’. You will need to keep track of any required information once recipients are known, and use such information when continuing to follow current tax reporting processes.

Questions?
AskFinance (askfinance@virginia.edu)