

La Sierra University – Finance Manual

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Preferred Method of Giving Gifts or Awards

Gift cards are considered taxable income to the recipient by the IRS. Gift cards/certificates may be considered a resource when determining a student's financial aid package and have an impact on the financial aid a student may receive. Therefore, the preferred method for giving a monetary gift is to submit a check request to Accounts Payable or, if the recipient is an employee, to submit a request through Payroll. Accounts Payable/Payroll will then generate a direct deposit if the recipient is signed up for direct deposit or a check if they are not. **If it is requested**, Accounts Payable/Payroll will delay sending the direct deposit until the day after an award ceremony. If gift cards must be used the procedure for purchasing them is outlined below.

Gift Card/Certificate purchases

To purchase a gift card of any amount the appropriate La Sierra University Gift Card Form must be filled out and submitted to Accounting. A W-9 must be filled out with the recipient's tax ID number for gift cards given to nonstudent and nonemployees. Accounting will send a copy of the form to Student Financial Services for gift cards given to student to be coordinated with the student's aid regardless of amount. Accounting will send a copy of the form to Payroll so the appropriate tax can be withheld on the next paycheck. The form can be found online at www.lasierra.edu/accounting . Physical gifts (e.g. mug, t-shirt, etc.) are not subject to these requirements.

Filling out the Form

Fill in the name of the recipient. Check the appropriate boxes under Student, Employee, and W9 Attached. If the recipient is a student or an employee, a W9 does **not** need to be attached. For nonstudent, nonemployee recipients a W9 must be turned in. For students or employees fill in their Banner ID number and the amount the gift card is for.

Purchasing a Gift Card by Taking Out an Advance/Cash Hold

The La Sierra University Gift Card Form must be filled out for gift cards being purchased before the cash hold will be issued. The cash hold amount may be increased if multiple cards are being purchased. Cash

holds will be cleared when the receipt(s) showing the gift card purchase(s) are presented at the Bursar window. If a cash hold is returned to be cleared that shows a gift card purchase on a receipt, the cash hold will not be cleared until a filled out and signed La Sierra University Gift Card Form is attached to the cash hold.

Purchasing a Gift Card with a Pcard

A La Sierra University Gift Card Form must be filled out and turned in with the statement the gift cards were purchased on. If a form is not turned in with the statement, the purchase will be treated as a personal purchase by the cardholder.

Purchasing a Gift Card through Purchasing

If bulk purchases of gift cards are being made, it is recommended that Purchasing make the purchase. Please fill out the La Sierra University Gift Card Form and turn it in with the requisition.