CIDSE Gift Cards for Subject Payments Questionnaire

**Must be completed and submitted with a request for gift cards to Theresa Chai.**

1. Why the gift cards are necessary to conduct university business?

2.      How are the cards being accounted for in terms of who gets them, when, how receipt is recorded, etc.?

3.      What internal controls are in place to secure the cards, approving their distribution and responsible for their record keeping?

4.      What internal controls are in place to secure the cash equivalent asset?

5.      Is there a list of the name of the participants who will be receiving the cards?

**The completed questionnaire is required by CIDSE for the purchase of gift cards as their use is discouraged.**

**Please see the** [**Gift Card Best Practices**](http://cidse.engineering.asu.edu/wp-content/uploads/2012/06/Gift-Card-Best-Practices.docx) **document.**