

## Amazon Gift Card Information

Below is some additional information regarding gift cards:

- A requisition needs to be completed.
  - In the document text, it needs to state the verbiage of the funding that allows for gift cards
  - Requires a prepaid account code (9223) to be used, not an expense account.
  - Accountant & Purchasing teams to confirm 9223 is used for requisition/Purchase Order
  
- The gift cards will need to be housed in the cashier's office
  - You can issue a voucher to the student or submit a list to the cashier's office and they can pick up the gift card there.
  - Accountant & Purchasing teams to confirm the requisition states that the delivery location is Cashier Office (or Bus.Serv. Office if the Service Window is closed)
  - Cashier Office is located in Bldg 400, first floor
  
- The student information will need to be shared with Financial Aid so that FAO may add the information to the Student/s resource tab.
  - To award students a list of student names and ID#s is to be emailed to FAO and Bus.Serv. ([CashierOffice@soao.edu](mailto:CashierOffice@soao.edu) & [Accountants@solano.edu](mailto:Accountants@solano.edu)) with the account string.
  - The account code must start with a 7xxx and the program code must be 732000 to meet audit requirements and CCCCCO reporting).
  
- Bus.Serv. needs the account string to charge resulting in an expense once the gift card is issued to the student/s.
  
- Gift cards will not show on student/s' 1098-T.
  
- Cashier Office (A/R team) is to enter with general detail codes:
  - SGIF – to award
  - DGIF – to pay out
  
- Accountant team is to journal the expense from 1100-x-7607-732000 to account string/FOAPAL noted in email from functional area/department.