
OFFICE OF MANAGEMENT

Gift Certificates/Gift Cards

CONTENTS

PURPOSE
BACKGROUND
REFERENCES
DEFINITIONS
POLICY
RESPONSIBILITIES
EFFECTIVE DATE

ATTACHMENT A – Gift Certificate/Gift
Card Tracking Log

PURPOSE

- This MAPP describes the policies and procedures for tracking and safeguarding gift certificates and gift cards in the Center for Drug Evaluation and Research (CDER).
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BACKGROUND

- As part of FDA's Reward and Recognition Program, a gift certificate or gift card serves as an informal award to recognize and reward employees' contributions and achievements in a timely and efficient manner.
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REFERENCES

- FDA Instruction 451-1, *FDA Reward and Recognition Program Policy and Appendices*, October 14, 2005
 - Memorandum from the Director, Office of Human Resources and Management Services, FDA, *Gift Certificate Option*, March 18, 1999
 - Delegations of Authority: Authority to Approve Awards, SMG 1431.11, November 12, 2004
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- FDA-NTEU Collective Bargaining Agreement (CBA), Article 27, October 1, 2002
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DEFINITIONS

- **Gift Certificate/Gift Cards:** Informal recognition awards redeemable at shopping malls, stores, or restaurants in any denomination up to, but not exceeding, \$250.
 - **Nominator:** The individual initiating the award. Any CDER employee can nominate another employee for a gift certificate or gift card. For requirements related to bargaining unit employees, see Article 27, Section 1.D, of the Collective Bargaining Agreement referred to above.
 - **Purchaser:** A CDER employee authorized to make government purchases (e.g., IMPAC card holder) who has been specifically instructed by a supervisor to purchase specific numbers and denominations of gift certificates or gift cards.
 - **Custodian:** A CDER employee designated to track and safeguard purchased and distributed gift certificates and gift cards. This employee should demonstrate a level of responsibility sufficient to ensure adequate tracking and safeguarding of gift certificates and gift cards at all times. **NOTE:** The purchaser and custodian can be the same employee; however, the authorizing supervisor cannot be the purchaser or the custodian.
 - **Secure Area:** An area (e.g., safe, file cabinet, desk drawer) maintained by the custodian with access restricted by lock and key or combination lock.
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POLICY

General

- Gift certificates or cards are to be used to recognize exceptional performance or accomplishments that otherwise might not result in a cash award. Therefore, it is inappropriate to grant a gift certificate or gift card *and* a cash award for the same accomplishment.
 - Nominators/supervisors will act in a fair and equitable manner in determining whether granting a gift certificate or gift card is appropriate and justifiable.
 - Gift certificates/gift cards may not be used to recognize birthdays, marriages, births, length of service, retirement, Administrative Professionals Day, or other special occasion.
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- Gift certificates/gift cards can be in any denomination up to, but not exceeding, \$250.
- Gift certificates/gift cards may not be combined to equal or substitute for a cash award amount greater than \$250. This does not preclude an employee from receiving more than one gift certificate or gift card in a year, provided that the certificates or cards recognize different accomplishments.
- Gift certificates and gift cards must have the statement, “*Must be Redeemed at Face Value – Not Redeemable for Cash*” clearly printed on the certificate or card. This statement should appear on the gift certificate or gift card as a reminder to employees that they cannot receive cash in exchange for the certificate or gift card.
- No bargaining unit employee may receive awards (including a combination of cash awards and/or gift certificates/gift cards) totaling more than \$3,000 in a fiscal year. Refer to Article 27 of the CBA, dated October 1, 2002.

Tracking and Safeguarding

- Each Office/Division will maintain a standardized tracking log to track gift certificate and gift card purchases and distribution (a sample log is included as Attachment A to this MAPP). The tracking log will include the date of purchase, name of the business, amount of certificate/card, serial number, name of nominator, name of recipient, purpose of the award, and date the certificate or card was awarded.
- Each Office/Division will designate one employee and an alternate to maintain the tracking log and secure the log and the gift certificates and gift cards.
- Requests to purchase gift certificates or gift cards will be in writing (i.e., electronic mail) and retained with the tracking log.
- All gift certificates and gift cards will be logged and copied immediately upon acquisition.
- The recipient’s name will be printed on the gift certificate or gift card before awarding the certificate or card.
- At the discretion of the Office/Division, the recipient will sign a *copy* of the gift certificate or gift card at the time the certificate or card is awarded. The signed copy will be filed with the tracking log.
- Each Office/Division will secure gift certificates, gift cards, and the tracking log in a locked drawer or file cabinet in separate locations.

RESPONSIBILITIES

The Nominator/Supervisor will:

- Designate a purchaser, custodian, and alternate(s) who demonstrate a level of responsibility sufficient to ensure adequate tracking and safeguarding of gift certificates and gift cards at all times. **NOTE:** The purchaser and custodian can be the same employee; however, the authorizing supervisor cannot be the purchaser or the custodian.
- Instruct the purchaser *in writing* (i.e., by electronic mail) when to purchase gift certificates or gift cards and the number and denominations of certificates or cards.
- Act in a fair and equitable manner in determining whether granting a gift certificate or gift card is appropriate and justifiable.
- Ensure that gift certificates/gift cards are not used to recognize birthdays, marriages, births, length of service, retirement, Administrative Professionals Day, or other special occasion.
- Before awarding the certificate or card, verify that the recipient's name and the statement, "*Must be Redeemed at Face Value – Not Redeemable for Cash*" are clearly printed on the gift certificate or card.
- Ensure that the custodian maintains a tracking log of purchased and distributed gift certificates and gift cards, containing the date of purchase, name of the business, amount of certificate, serial number, name of nominator, name of recipient, purpose of the award, and date certificate or card was awarded (see Attachment A).
- Ensure that the CDER gift certificate/gift card form is filled out correctly and forwarded directly to the Incentive Awards Officer when a gift certificate or gift card is issued.
<http://cdernet/dms/CDER%20Gift%20Certificate%20Form.pdf>
- Ensure that the gift certificates, gift cards, and the tracking log are secured in a locked drawer or file cabinet in separate locations.
- At the discretion of the Office/Division, obtain the recipient's signature on a *copy* of the certificate or card at the time the certificate is awarded. The signed copy will then be given to the custodian for filing with the tracking log.

The Purchaser will:

- Upon written instruction from the nominator/supervisor, purchase gift certificates or gift cards in the amounts and denominations requested.

- Provide the custodian (if purchaser and custodian are not the same employee) with the purchased gift certificates or gift cards and a copy of the written request from the nominator/supervisor.

The Custodian will:

- Maintain a tracking log of purchased and distributed gift certificates and gift cards, containing the date of purchase, name of the business, amount of certificate or card, serial number, name of nominator, name of recipient, purpose of the award, and date certificate was awarded (see Attachment A).
 - Log and copy gift certificates and gift cards immediately.
 - Once obtained from the purchaser, secure gift certificates, gift cards, and the tracking log in a locked drawer or file cabinet in separate locations.
 - Ensure that the recipient's name and the statement, "*Must be Redeemed at Face Value – Not Redeemable for Cash*" are clearly printed on the gift certificate or gift card.
 - Maintain a copy of the written request to purchase the gift certificate or gift card and a copy of the unsigned (prior to issuance) and, if applicable, the signed (after issuance) gift certificate or card with the tracking log.
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EFFECTIVE DATE

This MAPP is effective upon date of publication.

ATTACHMENT A

SAMPLE
GIFT CERTIFICATE/GIFT CARD TRACKING LOG

Purchase Date	Business Name	Amount	Serial Number	Nominator's Name	Recipient's Name	Purpose	Date Awarded