

OFFICE OF INFORMATION TECHNOLOGY

**Procedures for Acquisition, Tracking, Distribution, and
Safeguarding of Gift Certificates in the Office of Information Technology**

CONTENTS

PURPOSE
BACKGROUND
REFERENCES
DEFINITIONS
POLICY
RESPONSIBILITIES AND PROCEDURES
EFFECTIVE DATE
Attachment A – Sample Gift Certificate
Tracking Log

PURPOSE

- This MAPP describes the policies and procedures governing the acquisition, tracking, distribution, and safeguarding of gift certificates in the Office of Information Technology (OIT).
-

BACKGROUND

- The Food and Drug Administration (FDA) seeks to acknowledge employee achievements through the Reward and Recognition (R&R) Program. Informal recognition awards are a viable aspect of the R&R program. A gift certificate is one type of informal recognition award. OIT recognizes that appropriate use of gift certificates is an effective, timely, and efficient means of employee recognition and reward. OIT also recognizes the need to acquire, track, distribute, and safeguard gift certificates effectively and diligently.
-

REFERENCES

- FDA Transmittal 7, Personnel Manual
 - 5 CFR part 451, Awards
-

- FDA Reward and Recognition Program Policy
 - HHS Instruction 451-1, Incentive Awards
 - 5 U.S.C., Chapters 4501B4507, Awards
 - Collective Bargaining Agreement Between FDA, Department of Health and Human Services, and the National Treasury Employees Union, Article 27, Awards, Sections 1 and 4, October 1, 1999
-

DEFINITIONS

- **Gift Certificate:** An informal recognition award in the form of a purchased certificate in any denomination up to, but not exceeding, \$100 that can usually be redeemed at shopping malls, stores, or restaurants. These are issued to employees for performance or special acts worthy of recognition. Due to the negotiability of these certificates, they are to be treated and safeguarded in the same manner as cash.
 - **Nominator:** The individual initiating the award. Any OIT bargaining unit employee can nominate another bargaining unit employee for a gift certificate. In any case, all nominations must be approved by the employee's supervisor and through any other local approval processes. For requirements related to bargaining unit employees, see Article 27, Section 1.D of the Collective Bargaining Agreement referred to above.
 - **Purchaser:** An OIT employee authorized to make government purchases (e.g., IMPAC card holder) who has been specifically instructed by a supervisor to purchase a specific number and specific denominations of gift certificates.
 - **Custodian:** An OIT employee assigned to track, safeguard, purchase, and distribute gift certificates. This employee should demonstrate a level of responsibility that will ensure adequate tracking and safeguarding of gift certificates 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.
-

POLICY

- The organization's supervisor will designate the gift certificate purchaser and custodian.
- The supervisor will instruct the purchaser when to purchase gift certificates and will specify the number and denominations of gift certificates to purchase. Gift certificates are purchased by each organization and can be purchased with an IMPAC card. Reward and Recognition Program Policy guidelines must be followed (FDA Transmittal 7,

Personnel Manual; HHS Instruction 451-1; FDA Reward and Recognition Program Policy).

- All gift certificates must be logged and copied immediately upon acquisition. They are to be stored in a locked secure area, properly inscribed prior to distribution, and logged and copied at time of distribution.
- Gift certificates will be issued to employees in accordance with applicable regulations. They are to be used to recognize exceptional performance and/or special acts. Gift certificates may not under any circumstances be used to recognize birthdays, length of service, retirements, Secretaries Day, or similar occasions.
- Strict internal controls will be implemented throughout the gift certificate process to safeguard against theft, misuse, accidental loss, violation of policy, or errors in tracking and recordkeeping.
- Gift certificates must have the statement, ***Must be Redeemed at Face Value C Not Redeemable for Cash***, clearly printed on the certificate. This statement is a reminder to employees that they cannot receive cash in exchange for the certificate.
- No bargaining unit employee may receive awards (including a combination of cash awards and/or gift certificates) totaling more than 3 percent of his or her salary in a year.

RESPONSIBILITIES AND PROCEDURES

At Time of Purchase:

- The supervisor will authorize a specific number and specific denominations of gift certificates to be purchased.
- Requests to purchase gift certificates will be ***in writing*** (i.e., by electronic mail) and retained with the tracking log sheet.
- The purchaser will purchase the gift certificates. The purchaser will immediately record the certificate serial numbers, the number of certificates purchased, the denominations of the certificates, and the date of purchase on the Gift Certificate Tracking Log (a sample log sheet is included as Attachment A to this MAPP). The purchaser will also make copies of the purchased certificates. If the purchaser and custodian are two different employees, the recording will be done jointly by both the purchaser and custodian.
- The supervisor will verify the number, denominations, and serial numbers of the certificates purchased and indicate concurrence by initialing the purchase receipt and recorded log sheet.
- The custodian will place gift certificates in a secure area. The log sheets and copies will be kept apart from the actual certificates in a separate, secure location, such as a locked drawer.

At Time of Distribution:

- Prior to issuance, the supervisor will direct the custodian to inscribe a specific number and denomination of gift certificates with the recipient's name, reason for the award, and the nominator.
 - The nominator or supervisor will award the certificate to the recipient.
 - The recipient will sign the copy of the gift certificate and date it with the day received. A copy will then be given to the custodian.
-

EFFECTIVE DATE

This MAPP is effective upon date of publication.

