
MANAGEMENT

Tracking and Safeguarding Gift Certificates

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PURPOSE

- This MAPP describes the policies and procedures for tracking and safeguarding gift certificates 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 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 Reward and Recognition Program Policy, March 1, 1997.
 - Memorandum from the Director, Office of Human Resources and Management Services, FDA, *Gift Certificate Option*, March 18, 1999.
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MANUAL OF POLICIES AND PROCEDURES

CENTER FOR DRUG EVALUATION AND RESEARCH

MAPP 4636.1

- Collective Bargaining Agreement Between FDA, Department of Health and Human Services, and the National Treasury Employees Union, Article 27, *Awards*, Section 1 and Section 4, October 1, 1999.
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DEFINITIONS

- **Gift Certificate:** An informal recognition award redeemable at shopping malls, stores, or restaurants in any denomination up to, but not exceeding, \$100.
 - **Nominator:** The individual initiating the award. Any CDER employee can nominate another employee for a gift certificate. 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.
 - **Custodian:** A CDER employee designated to track and safeguard purchased and distributed gift certificates. This employee should demonstrate a level of responsibility to 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.
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POLICY

General:

- Gift certificates 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 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 is appropriate and justifiable.
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- Gift certificates may not be used to recognize birthdays, marriages, births, length of service, retirement, Secretaries Day, or other special occasion.
- Gift certificates can be in any denomination up to, but not exceeding, \$100.
- Gift certificates may not be combined to equal or substitute for a cash award amount greater than \$100. This does not preclude an employee from receiving more than one gift certificate in a year, provided that the certificates recognize different accomplishments.
- Gift certificates must have the statement, “*Must be Redeemed at Face Value – Not Redeemable for Cash*” clearly printed on the certificate. This statement should appear on the gift certificate as 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/her salary in a year.

Tracking and Safeguarding:

- Each Office/Division will maintain a standardized tracking log to track gift certificate 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, serial number, name of nominator, name of recipient, purpose of the award, and date certificate 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.
- Requests to purchase gift certificates will be in writing (i.e., electronic mail) and retained with the tracking log.
- All gift certificates will be logged and copied immediately upon acquisition.
- The recipient’s name will be printed on the gift certificate prior to awarding the certificate.
- At the discretion of the Office/Division, the recipient will sign a *copy* of the gift certificate at the time the certificate is awarded. The signed copy will be filed with the tracking log.

- Each Office/Division will secure gift certificates and the tracking log in a locked drawer or file cabinet in separate locations.
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RESPONSIBILITIES

Nominator/Supervisor will:

- Designate a purchaser, custodian, and alternate(s) who demonstrate a level of responsibility to 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.
- Instruct the purchaser *in writing* (i.e., by electronic mail) when to purchase gift certificates and the number and denominations of certificates.
- Act in a fair and equitable manner in determining whether granting a gift certificate is appropriate and justifiable.
- Ensure that gift certificates are not used to recognize birthdays, marriages, births, length of service, retirement, Secretaries Day, or other special occasion.
- Prior to the awarding the certificate, 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.
- Ensure that the custodian maintains a tracking log of purchased and distributed gift certificates 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 was awarded (see Attachment A).
- Ensure that the gift certificates 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 at the time the certificate is awarded. The signed copy will then be given to the custodian for filing with the tracking log.

Purchaser will:

- Upon written instruction from the nominator/supervisor, purchase gift certificates in the amount and denomination requested.
- Provide the custodian (if purchaser and custodian are not the same employee) with the purchased gift certificates and a copy of the written request from the nominator/supervisor.

Custodian will:

- Maintain a tracking log of purchased and distributed gift certificates 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 was awarded (see Attachment A).
 - Log and copy gift certificates immediately.
 - Once obtained from the purchaser, secure gift certificates 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.
 - Maintain a copy of the written request to purchase gift certificates and a copy of the unsigned (prior to issuance) and, if applicable, the signed (after issuance) gift certificate with the tracking log.
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EFFECTIVE DATE

This MAPP is effective upon date of publication.

Attachment A

SAMPLE
GIFT CERTIFICATE TRACKING LOG

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