



## **GIFT CARD AND CASH-EQUIVALENT SECURITY**

**Effective Date: March 25, 2019**

Departments must house gift cards, gift certificates, meal vouchers and non-cash prizes and awards in a secured location such as a locked cabinet or safe, per [iCSUAM 6330.00](#).

The department also shall maintain a log of each item. The department gift card log must include the serial number or gift card account number, type of gift card, prize or award description, amount of gift card, recipient's name and relationship of the individual to the university, CSUDH ID, signature of recipient and date of distribution. The log must also include a statement that the recipients' signature constitutes acknowledgement that the payments are reportable for tax purposes. The gift cards, cash-equivalents, and non-cash prizes or awards log are subject to audit by Accounting Services. Any discrepancies discovered from the audit will be handled on a case-by-case basis.

Requirements for Physical Security Standards for Undistributed Cash Equivalents:

1. Up to \$1,000 in a lockable receptacle.
2. \$1,001 to \$2,500 in a safe.
3. \$2,501 to \$25,000 in a steel-door safe, with a door thickness of not less than 1 inch and wall thickness of not less than ½ inch.

When the total value of undistributed cash equivalents exceed \$1,000, they are required to be locked in the Cashier's Office.

If more than \$2,500 in cash equivalents are regularly on hand, a manual robbery Security System or other appropriate measure must be installed for use during business hours to alert campus police or local law enforcement in the event of a robbery or other irregularity.

The department shall be responsible for establishing procedures to ensure no single individual is responsible for the purchase, handling, distribution, and accounting for cash equivalents. At least two individuals must be assigned to carry out these key duties.