

Gift Card Guidelines and Instructions

The following are general guidelines and instructions for Recognized Student Organizations (RSOs) using their SOFS account to purchase gift cards.

Approved Use of Gift Cards	Unapproved Use of Gift Cards
<ul style="list-style-type: none"> To be given out to event participants at public (open to all UNL students) events sponsored by the RSO as a part of a drawing, door prize, or raffle 	<ul style="list-style-type: none"> Gift cards may not be awarded to RSO members Gift cards may not be used to purchase items for an RSO event (this would circumvent the SOFS expenditure authorization system)

When presenting a voucher request for the purchase/reimbursement of gift cards, the following must be provided to the SOFS Office:

- Detailed receipt for the purchase of the gift cards
- Flyer or other documentation outlining the event when the gift card is being distributed including the event date
- For gift cards \$50 or more, the RSO is required to provide the recipient with a W-9 Tax Form. The W-9 must be completed when the gift card is received and returned the SOFS office by the RSO within 48 hours.
- A complete gift card winner’s list (see below for example)

UNL SOFS Gift Card Winner’s List

RSO:	SOFS Account #:
Event:	Event Date:

Student Name	Gift/Prize	Gift Amount	W9 Obtained

**For more information regarding this policy or how to use the Winner’s List form please contact SOFS at 402-472-5667*