

Incentive Card Job Aid

Policy: <https://www.clemson.edu/finops/controller/cash-treasury/policies-procedures.html#incentivecards>

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| <p>Department Fiscal Analyst</p> | <p>Purchase incentive card(s) through buyWay\$ from the Blackhawk Network.</p> <p>Advanced planning by the person accountable is necessary to ensure that no more than a 90-day card supply should be ordered. If the project continues beyond that time frame, multiple incentive requests must be made to provide for a reasonable and timely accounting of funds. Accountability for the cards will be required by providing a list of recipients or research subjects within a 90-day period.</p> <p><i>***see policy for instructions regarding unused incentive cards.</i></p> |
| <p>Department Fiscal Analyst</p> | <p>Complete an “Incentive Card Statement of Responsibility Form” to be included as an internal attachment to the buyWay\$ requisition. This MUST be included to successfully place an incentive card order. A person accountable must sign all forms submitted.</p> |
| <p>Business Officer</p> | <p>Reviews and approves requests. Will not approve the request if the “Incentive Card Statement of Responsibility Form” has not been attached to the buyWay\$ requisition.</p> |
| <p>Department Fiscal Analyst</p> | <p>An “Incentive Card Distribution Log” must be completed and attached to the buyWay\$ requisition within 15 days of disbursement.</p> <p>If any individual received \$600 or more in incentive cards during the calendar year, see section E.2 of the policy for additional requirements needed.</p> |
| <p>Department Fiscal Analyst</p> | <p>Responsible personnel holding more than one card for greater than a week must perform a physical inventory on cards yet to be distributed on a weekly basis. Inventory must be performed by someone other than the person accountable, but in the presence of the person accountable. Both employees must sign off on the inventory log each month and maintain the record for auditing purposes.</p> <p><i>**After completing the inventory log, which is an excel form, print to PDF and sign via adobe.</i></p> |


Audit will be completed on the CAH Incentive Card Inventory Log and stored in the departments Incentive Card Inventory Logs folder in Box which is housed in each departments submissions Box folder. Use the naming convention = IC_Inventory_DEPT MM.DD – MM.DD (M-F).


Naming Convention Example: IC_Inventroy_05XX 08.12 - 08.16

****Any discrepancies must be reported immediately to the appropriate business officer.*

All Files > History & Geography Submissions

NAME

 Incentive Card Inventory Logs

 Reconciled BSR's