

Policy Prohibiting the Provision of Gift Cards to Eastern Students and Employees

University funds (including grants awarded by the University) are not to be used to purchase gift cards of any kind, nor given to Eastern students, faculty or staff. This prohibition is in conformity with the Connecticut General Statutes §§1-79 to 1-90a and the Connecticut Office of State Ethics under Public Act 05-183. Gifts to State Employees are limited to \$50.00 in a 12 month period and must be reported to the State Ethics Board. Student workers are considered State Employees, and the use of gift cards evades verification that the gift card was actually awarded to the recipient listed on the awardee form.

As an alternative, it is recommended that the amount to be awarded be placed on the University Express Card. This is comparable to awarding a Barnes & Noble Gift Card, since the Express Cards can be used at the University Bookstore, laundry services, student Center Café, etc.

To request approval to issue the award(s), the appropriate budget authority will first send an email to Grants at grants@easternct.edu to request approval of the use of grant funds. Once approval from Grants has been established, the budget authority will then email the Provost and copy their administrative assistant.

Include the following information:

- 1) The purpose of the award;
- 2) The name and department of the employee requesting the transfer;
- 3) The Banner Index for funding;
- 4) The individual amount of the award;
- 5) The number of awards to be made and total value requested to be transferred;

You will receive notification of approval or denial of your request from the Office of the Provost.

Once you have received approval you will need to request the award be issued to the awardees. The appropriate budget authority will send an email to the Provost and copy their administrative assistant. Include the following information:

- 1) A copy of the approval notification
- 2) The names and ID numbers of the individual(s) who will be receiving the award;

The Provost Office will review and process the awards and forward the approvals on to Card Services.

If you believe you that you must provide gift cards, for example because you will be working with subjects that are not members of the Eastern community, please discuss this with the Provost.