

LUTHER COLLEGE

POLICIES AND PROCEDURES

Department:	Book Shop
Subject:	Gift Card Purchasing and Redemption
Date Issued:	March 5, 2008
Updated and Reviewed By:	Finance & Administration Team – July 21, 2021
Approved By:	VP for Finance & Administration – September 30, 2021

I. Policy/Procedure

This policy contains the guidelines for purchasing and redeeming gift cards at campus locations connected to the Luther College campus card system.

II. Scope

This policy applies to faculty, staff, students and others wishing to purchase and/or redeem gift cards.

III. Terms and Definitions

- A gift card is preloaded with available funds so when the card's magnetic stripe is swiped at an electronic card reader or a cash register connected to the network, the funds are available to use towards a purchase.

IV. Procedures and Guidelines

A. Purchasing Gift Cards

- a. Gift cards are available for purchase at the Luther Book Shop
- b. A purchase can be made in person, by phone, or on the Book Shop's website (www.lutherbookshop.com)
- c. Gift cards are available in \$5, \$10, \$15, \$20, \$25, and \$50 denominations.
- d. Customers can pay by cash, check, personal charge, departmental charge, or credit card
- e. Only Dining Services staff are authorized to load the gift card with available funds, which is done before distributing cards to the Book Shop.
- f. Gift cards purchased with Luther funds and given to employees, including student employees, are considered compensation and must be processed through payroll for proper tax reporting, no matter how small the amount.
- g. Gift cards purchased with Luther funds and given to non-employees must be tracked for 1099 reporting purposes.

B. Redemption of Gift Cards

- a. Gift cards can be redeemed at the Book Shop, Ticket Office, Oneota Market, Marty's, Cafeteria, Peace Brunch/Catering, C-Store, Nordic Brew, Sunnyside, Document Center, and Mail Center.

- b. If the customer qualifies for a discount as defined in the Book Shop Charges and Discounting Benefit policy, the discount will be applied when redeeming the gift card.
- c. Gift cards work like debit cards. The declining balance remains on the card until the entire dollar amount has been spent.
- d. Gift cards do not contain an expiration date.

V. Confidentiality and Record

All transaction data is maintained in the Luther College campus card system. In cases of theft being investigated by Campus Safety and Security, purchase and redemption of gift cards information may be accessed. Questions can be directed to the Book Shop, ext. 1036; the Dining Services Office, ext. 1030; the CFL Ticket Office, ext. 1357; Document Center, ext. 1631; Campus Safety and Security, ext. 2111.