



**SAN FRANCISCO
STATE UNIVERSITY**

Accounts Payable
1600 Holloway Avenue – Adm351
San Francisco, CA 94132

Policy re: Use of Gift Cards and other Vendor Purchase Incentives

Background:

Occasionally, a merchant will offer an incentive or reward to make certain purchases from them. This can take the form of a price reduction (sale price), but can also take the form of the buyer receiving a Gift Card, a price reduction for buying more of the item, or free merchandise.

Policy:

Since purchases are paid for using state funds, any reward or incentive automatically becomes the property of San Francisco State University and not of the university employee who actually made the purchase. This policy also applies to situations where the employee spends her/his personal money to make the purchase and then claims reimbursement. Just as the merchandise purchased belongs to SFSU, the Gift Card, free merchandise or other purchase incentives are also owned by SFSU.

If you have questions regarding this procedure, please contact David Chelliah, x53693 or Wayne Kuhaupt, x82367.