

Knoxville Campus Policy: FI0313-K Gift Cards	
Version 3	Effective Date: 01/06/2022

## Office of Budget and Finance

### Gift Card, Gift Certificate & Cash Distribution – Fiscal Policy FI0313

**OBJECTIVE:**

The purpose of Fiscal Policy 313 is to provide policies and procedures on the purchase, distribution, tracking and accounting for Gift Cards and Gift Certificates. In addition to the policies outlined in Fiscal Policy 313, the Knoxville campus provides further guidance to the requests for the purchase of gift cards, gift certificates and distribution of cash.

[Link to Request Form](#)