



CONTROLLER'S OFFICE
3200 East Cheyenne Avenue NLVF110
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Question: Are Gift Card Purchases Allowed?

Gift Card purchases are not allowed.

Internal Revenue Service (IRS) regulations place strict reporting requirements on the College when faculty, staff, students, independent service providers or volunteers, receive gifts of miscellaneous income.

Tax relevant information on the recipient of such gifts is not recorded in either the college's financial or payroll systems, we are unable to accurately report these payments for tax purposes.

The IRS directives apply regardless of the form of the payment.

In order to comply with IRS directives, the purchase of gift certificates is not permitted.

Please contact the Human Resources Department for directions on issuing a monetary award to a CSN employee. Monetary awards for a student, volunteer, or other person, requires the individual to register on SREG Lite (payment registration system), and the department needs to submit a Supplier Invoice Request through the Workday system.

Some Things to Keep in Mind

- Gift certificates, cards, coupons, prepayments, and any item similar in nature are not permitted.
- If these items are purchased by an individual, this individual will not be reimbursed.
- Supplier Invoice Requests for these items will be returned to the vendor or department, noting that they can't be paid.

For further questions, please contact Accounts Payable at accounts.payable@csn.edu or (702) 651-2705.