

Gift Reconciliation Form

Before you Purchase:

A Special Expense form must be approved prior to making any of the following types of purchases:

- Gifts
- Swag
- Promotional items
- Prizes
- Giveaways

Employee Responsibility:

- The employee making the purchase is responsible for completing the Gift Reconciliation Form accurately and in full.
- Gift cards of \$100 or more must be reported to Financial Aid, and the amount will be applied to the student's aid package.
- Gift cards and individual items cannot be used as payment for any type of work completed.
- Employees cannot be a recipient of a gift card per MinnState procedure.

Complete a Gift Reconciliation Form for:

- All gift cards
- Any individual item with a value over \$25
 - o Items under \$25 do not need a Gift Reconciliation form but they do require an approved Special Expense form.

Timeline and Distribution Rules:

Gift cards and individual items over \$25 must be:

- Purchased and distributed within **30 days**
- Not signed for before distribution (no pre-signed recipient logs)
- Electronic gift cards must be emailed directly to the recipient. The purchaser may fill in recipient info on the form, but email confirmation showing delivery must be submitted as documentation.

Submitting Documentation:

Submit all of the following with a Workday Expense Report:

- Completed Gift Reconciliation Form
- Approved Special Expense form
- Itemized receipt(s)
- Email confirmations (for electronic gift cards)

Contact Business Services at BusinessServices@mnstate.edu with any questions.

Gift Reconciliation Form



Name of event:				Date(s) of event:	
Responsible Employee(s):					
	Gift Item description	Amount	Recipient's Name (PRINT)	Recipient's Signature	Date signed
	Ex: MSUM sweatshirt	\$45	John Doe	John Doe	7/1/2025
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

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