

# FOREST FUNDS - A NEW GIFT CARD PROGRAM

## PROGRAM OVERVIEW

Financial Services partnered with US Bank to provide both a digital and plastic card solution.

The landscape to obtain gift cards has changed since COVID.

Gift Cards purchased with your PCard may cause a fraud alert with Wells Fargo. Using this program will avoid that complication.



## HOW WILL FACULTY & STAFF REQUEST CARDS?

To obtain either a digital or plastic card, Faculty and Staff will make a request through Workday using the Internal Service Delivery functionality.

**Training materials are available.**

## HOW WILL STUDENTS REQUEST CARDS?

Because students do not have access to the Workday functionality, they will need to request cards through their group's advisor.

Student Groups administered by the Student Organization Finance Office (SOFO) will coordinate with that office.

## POTENTIAL USE CASES

- Research Participant Incentives
- Student Group Events with Prizes
- Door Prizes at Events

## DISALLOWED USE CASES

- Gift Cards given to Faculty or Staff that are compensatory in nature or as a thank you for work performed as an employee.
- Payments to Foreign Nationals
- Expenses that should be either on the PCard or paid through the normal payment process

## PROGRAM FEES

Requesting departments pay the program fees which allows the participant to receive the full gift card amount.

- Plastic Card VISA Fee - \$2.95
- Digital Card VISA Fee - \$1.00
- Lost Plastic Card Fee - \$15.00
- Lost Digital Card Fee - \$0.00
- Lost Digital Card load to plastic - \$15.00

## PROCESSING DAYS

Processing days can vary from 1 to 15 business days on average.

Processing times will depend on several factors including:

- The amount of time spent in the approval workflow
- If cards will need to be ordered from the bank
- Holiday and bank schedules
- Peak ordering times for both the University and the bank

## BENEFITS OF THE PROGRAM

- The program offers both plastic and digital card options
- Recipients receive the full amount of the gift cards (fees may apply for lost cards)
- Recipients complete the electronic Forest Funds Gift Card Log vs researchers maintaining a paper or Excel log
- Researchers no longer need to reconcile or clear advances in Workday
- Cards can be delivered to your department
- Cards can be used anywhere VISA is accepted

## WHO TO CONTACT WITH QUESTIONS

For more information or assistance, please contact Payment Services - AP@WFU.EDU

