

1

Initial recording into the safe:

How to use the Gift Card log

Record the serial number.



Record the type of gift card (e.g. ASDA, Amazon, M&S etc.).



Record the expiry date.



Record the balance of the gift card.



Record the date that the gift card was deposited into the safe.



Provide a signature in each signature column. If you are lone working, record "lone working" or "lw".

2

Recording the gift card out of the safe:

Record the date it is being taken from the safe.



Provide a signature in each signature column. If you are lone working, record "lone working" or "lw".

3

Returning the gift card to the safe:

Record the folio number.



Record the amount spent.



Record the remaining balance on the gift card.



Record the date that the gift card is being returned.



Provide a signature in each signature column. If you are lone working, record "lone working" or "lw".

4

Returning the gift card when no money has been spent:

Record N/A in the "folio no" section.



Record "£0.00" in the "amount spent" column.



Record the remaining value of the gift card.

5

What to do when there is £0.00 left:

Please dispose of the gift card.



Write a comment in the comments box to explain that on *date of disposal* the card was discarded. This will finalise the page.

For additional advice, please contact the Internal Audits team via internal.audit@creativesupport.co.uk

