

Incentive Card Sign Off

I have counted and verified the number of incentive cards at the amounts listed below, card numbers are attached:

I understand that I am responsible for the safekeeping of the PNC incentive debit cards. I also understand I am personally liable for any funds on cards that are lost or stolen, fraudulent activity, misappropriation of funds and any unreconciled business expense transactions. I understand I will need to reimburse IIT for any amounts I'm found personally liable for by the Controller's Office. I have reviewed IIT's policy PAY-910 Gift Cards, Gifts, Prizes and Awards and I understand that any changes to the policy take precedence over the agreement below. The policy can be found at this link: http://www.iit.edu/policy_procedures/payroll_policies_and_procedures.shtml

Incentive cards to be used for business expenses. I understand that I must provide a reconciliation of expenses, original receipts and completed journal entry form to the Controller's Office within 30 days of the transaction or fiscal year end, whichever comes first. I understand that I will be required to reimburse IIT for any charges that do not have corresponding receipts or for any misuse of funds even if I was not the person using the card at the time.

Incentive cards to be used for Participant Support or Awards. I understand I am responsible for providing a reconciliation of PNC card numbers, card amounts and names of the individual card Recipients to the Controller's office. I must also provide to the Controller's Office the Understanding of Taxability form completed and signed by the Recipient of the card and either Payroll Authorization form for an IIT employee or a signed W-9 form for a non IIT employee. I understand I am responsible for having the Recipient of the card complete and sign the Understanding of Taxability form. I am responsible for having any non IIT employee incentive card Recipient complete and sign the IRS W-9 form. I understand I must complete and provide a Payroll Authorization form to the Controller's Office for any IIT employee incentive card Recipient. All required reconciliations and documents must be provided to the Controller's Office within 30 days of collection of the cards, calendar year end or fiscal year end, whichever comes first. Failure to provide timely reconciliations and documents to the Controller's Office may necessitate a reimbursement to IIT for the incentive cards. Any cards that are not distributed to Recipients within the 30 day time period must be returned to the Controller's Office.

A Number	Sign	Print	Date
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