

# BULK PROCUREMENT OF GIFT CARDS

## Quick reference guide



## Purchasing in bulk

University departments can leverage existing agreements negotiated by MSU Procurement to purchase [gift cards](#) in bulk. Please note, when a federal grant account is used for bulk gift card purchases, a [Single/Sole Source Justification form](#) may be required. Bulk purchases of this nature have many benefits, such as:

- Bulk upload of gift card recipient information
- No additional fees for using this service
- The suppliers manages technical issues or lost information for recipients
- Dashboard for monitoring delivery success and resending gift cards

## Available suppliers

### TangoCard

MSU has an existing agreement with TangoCard, which departments can request to use as part of the standard requisition process with MSU Procurement. In addition to the benefits outlined above, benefits and drawbacks specific to the use of TangoCard include:

- Recipient can select from 300+ redemption suppliers
- Unique management account for each department, with ability to download recipient information
- Potential for funds to be unused by recipients due to lack of central university oversight

### Amazon Business

MSU's partnership with Amazon Business is also available to purchase gift cards in bulk. Rather than using our Spartan Marketplace catalog, the purchaser must login directly to Amazon Business to submit their order. In addition to the benefits outlined above, benefits and drawbacks specific to Amazon Business bulk gift card purchases include:

- Ability to select design and customize messages
- PCard is the only payment option; approved [Exception Requests](#) for higher transaction limits may be needed
- Recipient can only redeem gift card on Amazon