

	<b>RESOURCE LIBRARY – ACCOUNTING</b> <b>Gift Certificates</b>	<b>CODE:</b> 05.06.007
		<b>EDITION:</b> 1
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## PURPOSE 目的

The Hotel has proper procedure to control the issues and uses of Gift Certificates.  
酒店对礼品券的发放和使用有恰当的控制。

## POLICY 程序

### 1. TERMS OF GIFT CERTIFICATES

#### 礼品券

- Gift certificate is valid up to the value stated on the certificate only. Amounts exceeding the stated value must be borne by the certificate holder. Payment may be made in cash or by credit card.  
礼品券仅有效于规定价值的礼品。超过规定金额的礼品必须由礼品券持有者承担。付款方式为现金或者信用卡。
- Gift certificates are valid for one year from the date of issue and no extension of the validity date will be entertained.  
礼品券从签发日期起有效期为一年，不提供延期服务。
- Certificate is not redeemable for cash and no refunds will be entertained for portions not utilized or consumed.  
礼品券不能兑换现金，未使用或未消费的部分不能退款。
- No replacements will be made for lost of gift certificates.  
礼品券遗失不予以补发。

### **SELLING POINTS**

#### **卖点**

- Gift certificate can be purchase at Finance Department.  
礼品券可从财务部处购买。

### 2. ISSUING OF GIFT CERTIFICATES

#### 礼品券的签发

- Gift certificate are issued and kept by Income Auditor.  
礼品券由收入审计员保管和签发。
- The guest contact departments should channel the guest request with the billing supporting, such as name of the guests, number of certificates required, value of each gift certificates and required, value of each gift certificates and mode of payment to the Income Auditor who will prepare the request gift certificates.  
与客户进行联系的部门应从客人处取得单据上一些必需的信息给予收入审计员，例如：客人姓名、礼品券数量、每张礼品券的价值和要求、付款方式，然后收入审计员将准备好申请的礼品券。

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## SELLING OF GIFT CERTIFICATES

### 礼品券的销售

- Upon receiving information from the guest or guest contact department The Income auditor will prepare the gift certificate(s) and Debit Note. She will collect payment from guest or guest contact personnel upon presentation of the gift certificates.  
根据收到的客人信息或者客人联系部门的信息时，收入审计员将准备礼品券及收款票。收入审计员将在交付礼品券时向客人或者客人联系部门的员工收取礼品券的费用。
- Cheque/cash collected shall be recorded in the “Cash/Cheque Received Summary”.  
收取支票或者现金应该在现金支票接收总结上登记。

## CASHIERING OF GIFT CERTIFICATES

### 礼品券结算

- Guest Check or Charge Voucher is to be made out for services or F&B consumed by the bearer of the gift certificates under similar procedure whereby a Guest Check or Charge Voucher would be made out for a paying guest.  
礼品券持有人的服务消费或者餐饮消费可在付款后根据相类似的程序开具单据或者收据。
- If the check amount is more than the gift certificate value, the value of the gift certificates utilized is to be keyed on the system as “city ledger settlement” and the gift certificate must be stamped with “PAID”. The check number is to be written on the gift certificate by the Cashier. The balance of the check after deducting the gift certificate value will be settled by the gift certificate bearer by cash or credit card.  
如果单据金额大于礼品券金额，礼品券的使用将在系统中以城市挂账结算的方式键入，同时礼品券必须盖上“已支付”的章。单据号必须由收银在礼品券上填写。单据的余额在扣除礼品券金额后由礼品券持有者用现金或者信用卡结算。
- If the check amount is less than the gift certificate value then the check amount is to be credited to the check. The check number and amount utilized are to be written on the gift certificate by the cashier. The gift certificate must be stamped with “PAID”. And no balance refunds.  
如果单据金额小于礼品券金额，单据将被入账。单据号码及使用金额必须由收银在礼品券上填写。礼品券必须盖上“已支付”的章。不退还余额。
- Cashier is to submit the gift certificates utilized together with guest checks to the Income Auditor. The Income Auditor will submit the gift certificate to the Accounts Receivable, after checking, for journal purpose.  
收银需提交礼品券连同客户单据给收入审计员。收入审计员将提交礼品券给应收，在应收审核后以作每日报表。
- General Ledger Section will print out a monthly Gift Certificate Statement of gift certificates sold and utilized. Deputy Director of Finance and Chief Accountant will double check this statement.  
总账部门将打印出一份关于礼品券销售和使用的月度礼品券清单。财务副总监和总会计师将再次审核此份清单。
- Unutilized value of gift certificates is to be credited to other income.  
礼品券的使用价值被录入在其他收入的账户类别中。
- Accounting Entries :  
会计分录:
- On Sale of Gift Certificates  
礼品券销售

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- Dr City Ledger / Credit Card / Cash  
城市挂账/信用卡/现金
- Cr Gift Certificates  
礼品券
- On utilization  
使用
  - For amount Utilized  
金额使用
  - Dr Gift Certificates  
礼品券
  - Cash / Credit Card (if necessary)  
现金/信用卡（有需要的情况下）
  - Cr Outlet Sales (as consumed per actual price)  
餐厅销售（根据实际消费价格）
- For Other Income  
其他收入
  - Dr Gift Certificates  
礼品券
  - Cr Other Income – Miscellaneous  
其他收入-杂项