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| <b>Finance Guideline</b>       | FG006 – UCT loyalty points   |
| <b>Objective</b>               | To provide guidance on the use of loyalty card points accumulated on the UCT corporate account.  |
| <b>Context</b>                 | <p>In some instances, a UCT loyalty program exists e.g. with Pick n Pay (PnP), which accumulates points for UCT when a purchase is made.</p> <p>Where purchases are made for UCT, staff are encouraged to quote the UCT loyalty card number, although this is not always practical or enforceable, as cashiers would generally not be aware of this requirement, unless specifically requested by the shopper. There are instances where this is enforceable i.e. where there is an agreement with a specific vendor, like PnP Rondebosch, for UCT purchases via a Purchase Order (PO).</p> <p>The reason for quoting the UCT loyalty card number would be to ensure equity and fairness in terms of the person who accumulates loyalty points in their personal capacity for UCT purchases. Often these points are not material, and can be seen as a benefit from doing the departmental shopping (often after hours), but sometimes these can be significant, and the use of the UCT corporate account should be encouraged strongly.</p>   |
| <b>General Principle</b>       | The <b>general principle</b> is that the distribution of points accumulated via the UCT loyalty programs are distributed fairly and in a transparent manner.   |
| <b>General</b>                 | <ul style="list-style-type: none"><li>• The UCT corporate accounts are taken out in the name the vendor manager Procurement and Payment Services (PPS).</li><li>• The accumulated points translate into financial rewards, which now lies with the nominal UCT card holder.</li><li>• The list of UCT loyalty programs are as follows:<ul style="list-style-type: none"><li>◦ Pick n Pay (PNP) – 7353 2801 4124 0784</li></ul></li></ul>   |
| <b>Guidelines</b>              | <ul style="list-style-type: none"><li>• Departments contributing to the accumulated UCT loyalty points can nominate a charitable beneficiary. This should include a motivation for the beneficiary as well as the UCT facilitator in the department who is aware of the specific needs of the charity. This can be sent to the <a href="#">Finance helpdesk</a>.</li><li>• The list of beneficiaries will be maintained by the vendor manager in PPS, and new ones will be added to the list of names.</li><li>• Rewards will be managed and distributed bi-annually (Mandela Day and Christmas) on a rotational basis by PPS to beneficiarieres on top of the list of names. The number of beneficiaries and level of support will be dependent on the accumulated balance.</li><li>• The UCT facilitators will be contacted to arrange the redemption of the rewards.</li><li>• All UCT facilitators on the list, will be informed of the charities who benefitted.</li></ul> <p> <b>Note</b></p> <p>Rewards redeemable are limited to the Merchant programme i.e. they cannot be exchanged for cash.</p> |
| <b>Direct queries to</b>       | Finance helpdesk<br><a href="mailto:fnd-finance@uct.ac.za">fnd-finance@uct.ac.za</a>   |
| <b>Finance Guideline owner</b> | Director: Procurement and Payment Services (PPS)   |
| <b>Approved by</b>             | Finance Leadership Advisory Group (FLAG)   |
| <b>Updated</b>                 | New guideline – November 2016  |