Winter Operations

The Office of Business Operations team has moved to a remote work schedule with the exception of our Cashiering staff in an effort to reduce the risk of spreading COVID-19.

During Winter Operations, December 1-23 and January 4–18, staff will be available during normal business operations 8:00am – 4:30pm by virtual appointment, phone, or email.

During Reduced Operations, December 24–January 3, our office will be closed but will be checking emails and voicemail messages. If you have an urgent need during this time please reach out to obo@uni.edu or 319-273-2162 and someone will reach out within one business day.

Gift Card Policy Refresher

Gift cards should only be purchased as a door prize or raffle gift – all other uses should be pre-approved by OBO Accounts Payable.

A gift receipt form must be completed and submitted, with receipt, to OBO when seeking reimbursement. This form should include a signature from the recipient.

Unissued gift cards are considered cash equivalents and cash handling procedures apply, including maintaining an inventory log until all gift cards are dispensed. As soon as the gift cards are distributed, the recipient list and gift receipt form should be forwarded to OBO Accounts Payable.

Gifts or giving anything of value in lieu of payment for services is not allowed. Additionally, gift cards given to employees are considered taxable compensation, and gift cards to students are reported to the Office of Financial Aid to be reported on their financial aid package.

For additional guidelines regarding gifts and gift cards, and for links to the above-mentioned forms, please visit the link below.