

## **811 Gift Cards**

Effective Date: 4/1/2023

Revision Date:

The purpose of the Gift Card policy is to set forth uniform guidelines and procedures for the purchase, procurement and distribution of gift cards/certificates (“gift cards”) to ensure compliance with District procedures and/or grant funded programs.

The gift cards covered by this policy include, but are not limited to:

- Gift Cards for Employee Recognition
- Gift Cards approved by grant funder for non-employees
- Gift Cards that have been donated to the District

### **Purchase of Gift Cards**

A Gift Card Purchase Authorization form must be completed and appropriately approved to ensure compliance with District and/or grant funder requirements. Completed forms should be submitted to the Senior Administrative Assistant for purchase.

A separate authorization must be completed for each program, activity or event and it must be specified in the “Description of Intended Use of Gift Cards” section of the form. It is recommended to limit the number of gift cards purchased at one time so that disbursement and reconciliation of those cards is more manageable.

The Senior Administrative Assistant will document each gift card on the Gift Card Disbursement Log.

### **Documentation & Gift Card Disbursement Log**

All gift cards, purchased or donated, will be logged and tracked by the Senior Administrative Assistant. The log will contain the following information:

- Vendor
- Amount
- Intended Use
- Cost Center/Grant Code

- Date of Purchase
- Date of Distribution
- Recipient

Staff will be responsible for coordinating disbursement information with the Senior Administrative Assistant.

While it is unlikely, if there is any indication that an individual might receive \$600 or more in gift cards during the calendar year, an IRS Form W-9 should be requested from the recipient at the time of the gift card distribution.

### **Control of Gift Cards**

Gift cards will be kept in locked storage by the Senior Administrative Assistant to ensure proper physical security and to protect from theft and loss. Staff will request gift cards from the Senior Administrative Assistant at time of disbursement. Staff will be responsible for the security of the gift cards and for gathering the appropriate information for the Gift Card Disbursement log. Log information needs to be reported to the Senior Administrative Assistant within 24 hours of the disbursement. Gift cards which were not disbursed need to be returned to the Senior Administrative Assistant within 24 hours as well.

### **Types of Gift Cards**

- *Gift Cards for Employee Recognition* – Policy #340 Employee Recognition outlines guidelines for recognizing employees when they reach a specific milestone in their tenure with the District. Any gift cards purchased with District funds and given to an employee will be considered taxable income to an employee and added to their IRS Form W-2. There is no minimum dollar amount for this rule.
- *Gift Cards approved by grant funder for non-employees* – To ensure compliance with funding requirements, use of gift cards for programmatic events or activities must be approved by the grant funder and/or indicated in the statement of work before purchase.
- *Gift Cards that have been donated to the District* – Gift cards donated to the District will be treated the same as those purchased. Staff receiving donated gift cards must turn them into the Senior Administrative Assistant to be documented and secured. The disbursement procedure is the same as those purchased by the District.