



**Compliance for the Purchase of Gift Cards**

**School Based Budget or School Generated Funds**

To provide a gift card to an employee, student, or other individual, please note the following:

- The amount must be nominal (\$25 or less) and should not exceed to any individual more than \$50 in a year.
- Employee appreciation must be from school-based budgets (not school generated funds).
- Appreciation may come from school generated funds for students or other individuals, with prior authorization from the Secretary-Treasurer including directions on documentation/internal controls.
- Any variances from the administrative procedures, these guidelines, or the information on this form must be authorized by the Secretary-Treasurer.
- Gift cards must be to a specific vendor/group of vendors: cannot be a VISA or cash card (for example).

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The following verification is required to be attached to the invoice/receipt:

**Name and Position of the Receiver** (or list): \_\_\_\_\_

*(indicate as well if the gift card was provided to an employee or other. If other, please describe. Note recipients may be contacted on a sample basis to confirm receipt of the gift)*

**Purchase Date:** \_\_\_\_\_

**Purchased by:** \_\_\_\_\_

**Type of Gift Card:** \_\_\_\_\_

*(please provide if gift certificate, chip cards or electronic. Also please provide the vendor(s) the gift card relates to)*

**Amount:** \_\_\_\_\_

**Date Given:** \_\_\_\_\_

**Purpose:** \_\_\_\_\_

*(including if social event, gift or award)*

**Event:** \_\_\_\_\_

\_\_\_\_\_  
Name and Signature of Principal / Supervisor

\_\_\_\_\_  
Name and Signature of Secretary-Treasurer