

Administrative Procedure 529

Gift Cards

Background

It is recognized that gift cards are sometimes used as a token of appreciation, recognition or reward for students, volunteers and employees.

This Administrative Procedure applies to the purchase of gift cards with Division funds, including School Generated Funds. It does not apply to the purchase of gift cards purchased with non-Division funds, such as staff funds raised by staff member contributions.

Procedures

1. Purpose
 - 1.1 Gift cards may be purchased as a token of appreciation, recognition or reward for students, volunteers and employees.
 - 1.2 A gift card will not be given to an individual if a fee for service or honorarium has already been paid.
 - 1.3 Where possible and reasonable, gift cards will be purchased from School Generated Funds rather than instructional funds.
2. Amount
 - 2.1 The value of a gift card distributed to an individual should not exceed \$50 per instance.
 - 2.2 Any larger amount will require authorization from the Associate Superintendent, Business & Finance.
3. Types of Gift Cards
 - 3.1 Gift card purchases are to be specific in their purpose. Examples would be gift cards to Starbucks, Tim Hortons, Chapters, etc. These can only be used at one merchant, or a select number of merchants, and the list of possible purchases is restricted.
 - 3.2 The purchase of VISA, MasterCard or similar "open" gift cards is not acceptable. There is no restriction on the use of the card.
 - 3.3 No electronic disclosure of gift card codes is permitted. Only physical gift cards may be purchased and distributed.
4. Internal Controls
 - 4.1 The principal is responsible for safeguarding, reconciling and proper use of gift cards. Gift cards must be safeguarded at all times and accounted for as if they were cash. Until the time they are distributed, gift cards must be secured in the school safe.
 - 4.2 Gift cards are to be distributed within the same school year that they are purchased.
 - 4.3 Gift cards are only to be purchased using a Division purchasing card.
 - 4.4 Gift cards will be tracked on a spreadsheet provided by the Finance department. The information that will be required is: date of purchase, value, vendor, purpose, date of distribution and name of recipient.