



GIFT CARD/GIFT CERTIFICATE APPROVAL FORM

All gift card/certificate purchases must be pre-approved by the building principal or department head and require the completion of a Gift Card/Certificate Approval Form. The guidelines for gift card/certificate purchases are as follows:

- Gift card/certificate amounts should be limited to a “De Minimis” amount, (a legal term for an amount deemed too small to be significant) of \$25.00 or less per recipient. Gift cards/certificates exceeding \$25.00 require pre-approval from the Business Services Department to ensure compliance with Internal Revenue Service employee wage reporting.
- Schools and departments may purchase gift cards/certificates using budgeted funds or student activity accounts via petty cash, procurement cards or check requests. This form and the accompanying receipts should be attached to the above form of payment.
- Additional recipient names may be listed on a separate sheet, please attach.
- Please email Business Services with any questions.

Recipient Information

Recipient Name

Recipient Name

Recipient Name

Recipient Name

Recipient Name

Purpose of Gift Card

Signature of Purchaser



Approval of Gift Card/Certificate Purchase

Principal/Department Head

Date

Approval of Gift Card/Certificate Purchase > \$25.00

Finance & Accounting Services

Date

CROSS REFS:

GP-5: Board Member's Code of Conduct

File BCB: School Board Member Conflict of Interest

File CBF: Superintendent's Conduct

File GBEA-E: Staff Ethics/Conflict of Interest

File GBEB: Staff Conduct