

## Gift Cards Procedures

- Gift cards represent currency.
- Gift Cards are the same as cash and as such need to be handled with the exact same amount of care.
- Because of the anonymity of gift cards, significant precautions need to be taken in order to prevent fraud as well and the perception of embezzlement.
- When given to employees by or through district finances, gift cards are reportable income to the IRS; therefore, need to be taxed through payroll.
- When given to non-employees by or through district finances, gift cards represent income and may trigger reporting requirements to the IRS
- Gift cards can not exceed \$100 for an Honorarium.

Because of the concerns identified above, the use of gift cards within the school district is **strongly discouraged** .

All employees are required to seek Business Office approval by completing the online approval form before purchasing any gift cards through the use of district financial systems.

[https://docs.google.com/forms/d/e/1FAIpQLSdtSJbikga\\_Z7z7xhScqU0ml4bbHdOnKqq5svNU6BJfcLMzIw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSdtSJbikga_Z7z7xhScqU0ml4bbHdOnKqq5svNU6BJfcLMzIw/viewform?usp=sf_link)

If approval is provided, post purchase and distribution documentation will be required to be filed with the Business Office. Failure to follow these requirements may be grounds for discipline up to and including discharge. McKinney Vento Gas Cards will not require pre-approval, but do require the McKinney Vento paperwork be submitted to the Business Office.

1. Gift Card Attestation [Gift Card Attestation](#)
2. Honorarium [Honorariumsgiftcard](#)
3. Gift Card Issuance- Only used for families in financial need.  
[Family Gift Card](#).

