



GIFT CARDS

San Francisco Unified School District's (SFUSD) practice is to disallow the purchase of gift cards as it is considered a [gift of public funds](#) which is disallowed under California Constitution, Article 16, Section 6. As SFUSD is routinely audited, these purchases that are paid for with public funds are more likely to result in potential audit findings.

Gift cards may be charged to a local grant if explicitly allowed by the grantor. Please provide the section from the grant agreement or an email from the grantor stating the conditions for which the purchase of gift cards is an allowable expense.

School sites/central offices are responsible to maintain all records of distributed benefits. Any undistributed gift cards must be returned to Accounting at the end of the year. The District is audited annually and the purchase of gift cards will be audited to determine if school sites and central offices are adhering to the Gift Card purchasing requirements.

GIFT CARDS GUIDELINES

- May not be purchased from vendors that sell tobacco, alcohol, or firearms.- Some vendors are able to issue gift cards that automatically exclude these items.
- Are handled as cash and must be safeguarded.
- May not be given to SFUSD employees such as a gesture of appreciation to the staff as the IRS views gift cards as income which are subject to tax.
- May only be used to purchase items that the cards were intended for.

GIFT CARD HOLDERS

- Must meet program eligibility requirements if applicable.
- Must submit the receipts back to the program. The program then reviews the receipts to ensure the purchases comply with program requirements and for purchases of any unauthorized items.

PROCEDURES:

- The completed [Gift Card Purchase request form](#) must be attached to a Gift Card requisition.
- The [Gift Card Tally](#) sheet must be completed when the gift cards are distributed and made available for up to three years for audit purposes.
 - Purpose of the gift card
 - Date of purchase
 - Dollar amount
 - Gift Card Sequence Number
 - Name of gift card holder
 - Issue date
 - Signature of holder
 - Name of Issuer