

AP 528 – Gift Cards and Non-Cash Gifts

Background:

From time to time, it may be appropriate to recognize the extra time and effort made by individuals in a volunteer capacity for services for which fees are not traditionally paid or expected. This could be to recognize volunteer services provided by employees, coaches, guest speakers or students. The recognition for the extra time and effort made by these individuals can be accomplished through a nominal gift or gift cards. It should be noted that cash gifts are only appropriate for cultural honorariums.

In some cases, gift cards may also be used to provide support for vulnerable families or students.

There are legal and reporting requirements that must be followed when providing gifts and gift cards.

Definitions:

Gift Cards: a preloaded card that allows purchase of goods or services from a retailer identified on the card and cannot be converted to cash.

Non-Cash Gifts: Tangible item or a voucher for a specific event or item.

Note: a prepaid card issued by a financial institution (i.e. Visa, Mastercard) that functions like cash is not allowed under this administrative procedure.

Procedures:

Gifts to recognize appreciation for extraordinary service or accomplishment may be presented to employees, students, volunteers or guest speakers. Such gifts are one-time recognitions and not to be paid on an ongoing basis.

1. Gifts to Employees and Non-Employees

- 1.1. Non-Cash Gifts and Gift Cards should be reasonable and appropriate for the service or accomplishment and should not exceed \$50 per person per event/accomplishment and must not exceed \$150 per person per calendar year.

- 1.2. Gifts to employees for long service are covered under [AP408](#)
- 1.3. Non-Cash Gifts and Gift Cards must be authorized for purchase and distribution by management.
2. Gifts to support vulnerable students and families
 - 2.1. Non-Cash Gifts and Gift cards to support vulnerable students and families must be reasonable and appropriate for the circumstance.
 - 2.2. Non-Cash Gifts and Gift Cards must be authorized for purchase and distribution by management.
3. Gift Cards must be appropriately documented, including the following:
 - 3.1. All Gift Card purchases should be recorded in a gift card log that clearly shows the date of purchase, name of retailer, quantity of cards, value of each card and value of the total purchase.
 - 3.2. When a Gift Card is given, it should be recorded in the gift card log and clearly show the date of disbursement, the name of the recipient, the amount of the Gift Card, and the reason for providing the card.
4. Gift Cards should be treated the same as cash and safeguarded accordingly.