



NEBO SCHOOL DISTRICT ADMINISTRATIVE DIRECTIVE

Directive
No.
3.1

SECTION: FINANCE
TITLE: GIFT CARD ACCOUNTING PROCEDURES
DATE: DECEMBER 2013

The following are procedures effectively immediately for accounting for gift cards:

1. Gift cards can be issued in nominal amounts and can be used for rewards or to show appreciation. Gift cards should not be used as a substitute or supplement to compensation for services rendered.
2. All unissued gift cards will be held in a secure, locked environment with limited access.
3. All gift card purchases and issuances will be logged on a monthly Gift Card Tracking Log (GCTL) as provided by the District Finance Department or on a similar log maintained by the school or department. Schools and departments are free to customize their own log but they should be similar in substance to the District form.
4. The quantity and dollar amount of gift cards on hand at the beginning of a month will be indicated on the GCTL and will match the ending quantity and dollar amount shown on hand at the end of the previous month.
5. Gift cards purchased will be shown on the GCTL in the month of purchase.
6. The GCTL will be used to track all gift card issuances. Preferably, gift card recipients should sign the log acknowledging receipt of the gift card. If a signature is not available, however, the log should indicate how the recipient received the card (mailed, hand delivered, etc.).
7. Near the end of each month, the GCTL will be completed, signed, and dated by the preparer. The preparer will then meet with the department director / supervisor or school principal and present the completed GCTL along with any unissued cards. The department director / supervisor or school principal will then review the GCTL, verify that the unissued cards are accurately reflected on the CGTL, sign and date the GCTL, and return the CGTL and unissued cards to the preparer. This process should be a face-to-face process so the unissued gift cards are not left unattended.
8. The preparer will file the completed CGTL in a manner that allows ready and easy retrieval.

