

**Billings School District 2**

**FINANCIAL MANAGEMENT**

Gift Card Procedure

Purpose

To provide procedures concerning the purchase of gift cards.

Scope

This procedure applies to any purchase of gift cards using district funds including Extra Curricular Account (ECA) funds.

The following guidelines are to be followed when purchasing gift cards:

- Gift cards must be purchased with a Procurement card (PCard).
- Gift cards must be distributed within 30 days of the date of purchase.
- Must have prior approval from supervisor before purchase of gift cards.
- Gift cards must be purchased as a separate transaction and not combined with other purchases.
- The description of the PCard transaction must state a gift card was purchased.
- Report gift card purchases on form 7320-F2 and submit to the Finance Department monthly.
- All gift card purchases must be coded to accounting object code 619, gift certificates/cards.
- A maximum total of \$200 per month is allowed if there is a budget authority.
- Over \$200 in gift card purchases needs approval by the Director of Business Services or the PCard Manager.
- Gift cards that charge an activation fee may not be purchased.
- Gift cards to employees, including iTunes or other similar products, are not allowed.

Implementing Policy            7320 Purchasing

Cross References:            6430 Development of Administrative Procedures  
   7320-P1 Expense Authorization/Reimbursement  
   7320-P2 Procurement Card Purchasing Procedure

Procedure History:

Issued by Superintendent on: August 18, 2014  
Presented to Board on: August 18, 2014