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 **XYZ PTA/PTSA**

**Gift Card/Certificate Policy**

Florida PTA has approved local unit PTAs/PTSAs to purchase gift cards and gift certificates with PTA funds for the purpose of appreciation, incentives, awards, etc., to benefit teachers, students, and members using specific limits and guidelines. Gift cards and certificates are the same as having CASH on hand, and controls must be in place to protect the PTA funds. The following is our PTA/PTSAs policy.

**Procedures to purchase Gift Cards:**

Gift cards may be purchased using PTA funds as long as funds have a line item on the budget and they have been approved by general membership. Individual gift cards may not have a face value greater than $25.00.

Once the budget and the purchase of gift cards has been approved by general membership. The PTA board member will purchase. The board member will ensure:

* A separate receipt stating the face value of the gift card is attached to each gift card
* A request for reimbursement along with the receipt for the total amount will be submitted to the treasurer within 10 days of purchase.
* Turn in all gift cards purchased to the treasurer

**Documentation of Purchased Gift Cards**

Gift card issuances must be documented in a log (spreadsheet) that must uniquely identify each payment in order to document the appropriate use of the card for audit purposes. Information to be included for each card shall include at a minimum:

* Date of Purchase or Donation
* Name of Person who made the purchase or donation
* Certificate or Gift Card Number
* Value of the of Card - Dollar Amount
* Recipient’s Name, phone number, and/or email address
* Date Distributed to the Recipient
* Name of person who distributed the card
* Budget line item to apply expense too

**Maintaining and Distributing Gift Cards**

The treasurer will provide a summary of the gift cards still in the possession of the PTA at the general meeting along with the Treasurer’s Report. The gift card log is to be entered into the meeting minutes for purposes of the audit at the end of the fiscal year.

In addition to the gift card log, the treasurer will ensure a copy of the back of each gift card showing its number is made (the treasurer will ensure multiple cards are copied on the same page). Once a gift card

is distributed, the treasurer will annotate on the copy, under the appropriate gift card, the following information:

* Date the gift card was distributed
* Who the card or certificate was distributed to
* The budget line item the expense was applied to

**Donated Gift Cards**

Gift card donations are to be handled like a cash donation. Therefore, the PTA should give the donor a cash receipt, must keep a record of each donation on a donated gift card log, and ensure the funds are tracked (line item on your budget for donated gift cards, under income).

Donated gift cards will be logged, maintained and distributed just like a purchased gift card following the above procedures.

**Summary**

Gift cards purchased and donated:

* Treasurer will maintain a log for PTA purchased gift cards and a separate log for donated gift cards/gift certificates.
* Include the same information on the donation log as your do for the log of purchased gift cards
* The Treasurer must keep all PTA purchased and donated gift cards in a secure area just as you would with the PTA cash box.
* When gift cards are used/distributed, make note of it on the appropriate log
* Remember, when distributing gift cards to individuals, they may receive only two gift cards per fiscal year, with a maximum value of $25 each, for a total value of $50 per year.