Gift Cards

Gift Cards are like cash as they are negotiable as such. This creates issues of tracking and fraud with our fiduciary duties to our tax payers. It also creates issues of taxes due with employees.

If you wish to compensate an individual for work or performance it should be approved and run through payroll as earnings. Gift Cards to employees are considered compensation and must be treated as such. Compensation is determined on a district level, therefore discretionary gift cards to employees are not allowed. Gift cards under $25 and not discretionary in spending ability may be allowed depending on approval from the Business Administrator only at a school level and not for individual employees.

The district has a recognition program for employees for years of service. Principals and Supervisors are encouraged to actively participate in that program. School sponsored staff luncheons and letters of commendation are appropriate and encouraged.

Gift cards given through a faculty fund where employees donate individually for "life events" are acceptable and a receiving signature is not required. Include an invitation and/or have two people sign as approvers. This may include retirements, illness', or other life events or recognitions.

Volunteers are people who volunteer to serve and deserve our appreciation and respect. Gift cards up to $25 are allowed with the signature of volunteer and two people who sign as approvers. Certificates, cards signed by students, or a small token gift of less than $25 is also appropriate.

Students are sometimes given gift cards as incentives or for good behavior. All cards must be tracked carefully. Purchased batches must be reconciled to cards issued. All cards must be signed for by students. Two employees must sign to attest the cards were issued to the students. Documentation must be kept and will be audited. Irregularities will result in suspension of card use in the program for the school where the irregularities have been found.