

HDES Gift Cards

When can I use small denomination gift cards (<\$20) versus large denominations (>\$20)?

It doesn't matter whether you give \$5 or \$100 as long as it is a one-time thing that is a volunteer.

"If you are at all directing work, it becomes compensation, and we cannot use gift cards."

Example: I need you to stay for 3 hours, and at the end of 3 hours I need you to accomplish X, Y, and Z. This is compensation and not gift card-able. BUT "Can you come help at the concession stand for a while?" Is volunteer and can be gift card-able.

When will gift cards be taxed?

If the recipient is an ESD employee, it will be taxed. If it is a recurring gift (used more like compensation) it needs to be run through payroll and get taxed.

When do I need to seek approval from the Business Office to use gift cards?

Every time I buy gift cards because the BO checks to make sure it is allowable within our different grants. Also, if we are holding gift cards, the BO needs to know how many we have on hand and what the timeframe for getting them out is.

Who (name and role) do I seek approval from?

Send a request to Accounts Payable (Rhonda Kingsbury), your Grants analyst (Dawn, Nancy or Katie) and cc CFO (Rochelle Friend).

What's the process for obtaining, using, and reporting gift card use?

1. Fill out the "Gift Card Purchase Form" (can be used for one OR MORE cards), generic answer on "Who is receiving" is fine, and send it electronically to Grants, and Accounts Payable requesting approval and cc CFO
2. Once Grants Analyst or CFO approve, THEN purchase cards.
3. Gift card purchase form must be attached to purchase receipt as either a pcard receipt or expense reimbursement request.
3. Fill out the "Tracking Log" for the whole batch (by purpose)
4. Turn in the tracking log once all cards have been dispersed or at the end of the fiscal year, whichever comes first. Turn into Accounts Payable.

Are there types of gift cards I cannot get? If the funds are federal, YES. You cannot buy cards that are unrestricted (IE - VISA gift cards) If it's state funding, check with your grant. *Walmart will let you purchase restricted gift cards.

Other important info:

- Don't give more than \$50 to anyone with an administrator license or board member.
- If I need to store gift cards, keep them locked somewhere. Do not keep at home.
It all comes back to PERS - any state employee (regardless of agency) needs to get PERS for *compensation*. To make sure you are using the most up-to-date forms,

download from the BO forms site.

<https://www.hdesd.org/departments/financial-services/>

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