



**BUNCOMBE COUNTY GOVERNMENT**  
**FINANCIAL ACCOUNTABILITY INITIATIVE**  
**POLICY SUMMARY**  
**4/3/2018**

**Policy Area in Review: Gift Cards**

**OVERVIEW**

The purpose of this document is to summarize the major points of the county Gift Card policy.

**POLICY PURPOSE**

To establish a policy for minimizing or eliminating the risks associated with gift cards while maintaining the integrity of program requirements.

**MAJOR POLICY POINTS**

- No existing County policies specifically defined criteria around gifts cards.
- Procurement Card policy amended to exclude any gift cards
- Specific gift card policy created, following example of other county peers
- Gift cards shall not be purchased for or given to any employee.
- No gift cards shall be provided as payment for goods or services.
- The methods of procuring any gift cards shall be constrained to the process outlined in the gift card Procurement Procedure.
- Gift cards now only procured through centrally controlled “Gift Card Liaison”
- Limited use to 4 specific areas (HHS, Soil & Water, Sustainability, and BC Service Foundation)