



Gift Card Policy

Procurement Manual Revision

Presented by

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Finance

February 16, 2021



Procurement Manual

Adopted by Board of Commissioners in 2018

Includes seven policies

- Procurement
- Contracts
- Procurement Cards
- Meals and Meetings
- **Gift Cards**
- Travel
- Surplus



Gift Card Policy

Purpose

To minimize or eliminate the risks associated with gift cards while maintaining the integrity of program requirements.

Original goals

- Provide org-wide standards for gift card management
- Centralize procurement of gift cards through Finance department
- Limit use of gift cards to specific areas

REQUESTED ACTION: Approve changes to policy



Revision 1

Purpose of revision

Clarify when and who can use procurement cards to purchase gift cards.

Language

6.4 Gift cards shall not be acquired with a procurement card **except by a Gift Card Liaison as designated by the County Chief Financial Officer.**



Revision 2

Purpose

Expand allowable usage of gift cards.

Language

6.5 Some programs have known circumstances that the usage of gift cards results in the best delivery of services. These applications are authorized by the Board of County Commissioners and are limited to the following:

- Grant-fund programs and uses.
- ~~Health and Human Services: Disbursements from client trusts, emergency assistance, foster parent appreciation, and food assistance contingency.~~ Client assistance and support programs.
- Buncombe County Service Foundation: Supplements to cover incidental needs for foster children and families.

