



10570 S. Federal Hwy., Suite 300* Port St. Lucie, FL 34952
www.cckids.net

Series 1000: Funding and Fiscal Management

Policy Name Merchant Gift Cards

Policy Number 1006

Origination Date: November 1, 2013

Revision Date: July 1, 2018

Regulation CFOP 75-5

Attachments:

Exhibit A Master Log

Exhibit B Disbursement Log

Policy: It is the policy of Communities Connected for Kids to provide various simplified mechanisms to facilitate the needs of clients, foster parents, parents or employees responsible for making purchases on behalf of clients. Examples of these types of purchases are emergency or annual clothing, school needs, and exceptional needs based on a particular circumstance or child. An acceptable mechanism is prepaid gift cards.

Scope: This operating procedure describes the procedures for purchasing and using merchant gift cards by employees, providers, and clients of Communities Connected for Kids. This operating procedure does not relate to merchant gift cards that are purchased as part of an employee recognition or compensation venue.

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1. Accountability and Tracking

Merchant gift cards can be received through donation or direct purchase by a Communities Connected for Kids employee.

- a. All cards purchased will be processed through an approved check requisition which will include at minimum:
 - (1) Requestor
 - (2) Total # of cards to be purchased
 - (3) Card Values
 - (4) Intended use of purchased cards
 - (5) Supervisor approval
- b. Upon receipt of any gift cards via purchase or donation, cards will be given to the Finance Department for logging in the Merchant Card Master Log.
- c. Cards purchased will be accompanied with the original register receipt. The Accounting Specialist will designate the group assignment on the register receipts.
- d. Each card purchased or donated will receive a unique chronological number. The Financial Manager will be responsible for denoting such unique identifier.
- e. The Financial Manager will disburse gift cards to Communities Connected for Kids staff in lots of 50 or less unless otherwise authorized. The receiving individual will initial and the master log upon receipt of allotment.
- f. All unused cards will be maintained in a locked environment.

2. Inventory Control

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- a. All cards must be controlled and accounted for from the time of their purchase or receipt until the cards are distributed to the end user.

(1) The merchant gift card disbursement log will include at a minimum:

- i. Merchant
 - ii. Serial numbers or card identifying number for each card purchased
 - iii. Dollar amount of merchant gift card
 - iv. Intended End Use
 - Purpose and Person
- b. The updated merchant gift card log will be forwarded to the fiscal department at least quarterly and or upon completion of use of allotted bundle.
- c. Receipts for specific purchases should be requested but are not mandatory unless purchases are made on behalf of an individual whose purchase is being made through client's master trust funds.
- d. The finance department will be responsible for maintaining a master log of all merchant gift cards. The gift cards will be reconciled at fiscal year-end for audit purposes.

Approved: Carol DeLoach

Carol DeLoach, CEO

July 1, 2018

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Merchant Gift Card Tracker- Master Log						
Program				Event		
Date	Donor	Purpose	Amount	Card Number	Total Value	CCK Initials
			\$			

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EXHIBIT B

Merchant Gift Card Disbursements						
Communities Connected for Kids						
<u>Card Number</u>	<u>Vendor</u>	<u>Amount</u>	<u>Disbursed To:</u>	<u>On Behalf of:</u>	<u>Purpose</u>	<u>Date</u>

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