



Policy: Merchant Gift Cards

ChildNet Number: CN 004.025

Original Approved Date: September 5, 2007

Policy Revised Date(s): November 10, 2008, February 2010, May 20, 2010

Policy Sunset Date:

COA Standard(s): FIN 2, 7.03, 7.10, RPM 5.03

Statement of Policy:

ChildNet purchases merchant gift cards to assist in meeting the needs of the clients.

Scope

This policy describes the procedures for purchasing and using merchant gift cards by employees, providers, and clients. The use of state, federal and client funds provided through the Department to purchase gift cards to be redeemed for public purposes is allowable as long as the control procedures required by this policy are followed. This policy does not relate to merchant gift cards that are purchased as part of an employee recognition or compensation plan.

Board Chair's Signature: _____

Date: _____

11-15-10



Procedure: Merchant Gift Cards

ChildNet Number: CN 004.025

Original Approved Date: September 5, 2007

Procedure Revised Date(s): November 10, 2008, February 2010, May 20, 2010, August 22, 2014, February 21, 2018

Procedure Sunset Date:

COA Standard(s): FIN 2, 7.03, 7.10, RPM 5.03

Definitions: None

Statement of Procedure

Purchase of Gift Cards

- a. Merchant gift cards are purchased by the Director or designee with the use of the company credit card.
- b. Upon completion of the monthly credit card reconciliation the gift card purchase is recorded on the prepaid log.

Maintenance of Gift Cards

- a. All cards purchased are logged on a gift card log maintained by the Administrative Assistant of the Director or designee as appointed by the Director.
- b. All unused cards are maintained in a locked environment.
- c. The Administrative Assistants (AAs) or Designee as designated by the Director are accountable for the gift cards from the time of their purchase to the time the cards are distributed to the end user.

Distribution of Gift Cards

- a. To request a gift card each Child Advocate (CA) completes a Contingency Fund Request (CFR) to be approved by the Director or Assistant Director. At SafePlace, the gift card is provided by the Intake Placement Advocate (IPA) upon placement of the child in a foster home or teen shelter
- b. Once the CFR is approved, it is forwarded to the AA for distribution to the CA. The CA completes the Clothing Voucher Gift Card form which includes the following information:
 - Card: Store, card number, amount and an image of the card
 - Client: Name, social security number and date of birth
 - Caregiver: Name and signature



- ChildNet Staff: Name and signature

c. Once completed the Clothing Voucher Gift Card form is submitted to the AA.

Reconciliation of Gift Cards

- a. On the first business day of each month, the AA forwards all completed forms for the previous month to the FIS Coordinator in Finance.
- b. The FIS Coordinator ensures all the necessary information is recorded on the forms. The FIS Coordinator then records an expense to each client in the Comprehensive Child Welfare Information System (CCWIS) for each gift card.
- c. The FIS Coordinator then forwards all documentation to the Regional Controller or designee to record a journal entry to reflect the expenditure. The prepaid log is adjusted to reflect the expense for each month.

President's Signature: _____

Date: _____

02-27-18