

SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC.

GIFT CARD/CERTIFICATE POLICY

A. INTRODUCTION

Suffolk Community College Association, Inc. (“Association”) permits the purchase of gift card/certificates with student activity fees in limited circumstances. Any such purchase must be properly documented, in accordance with procedures and protocols established by the Association.

B. GENERAL GUIDELINES

- Gift cards/certificates may be given to students as prizes, recognition awards or tokens of appreciation.
- Gift cards/certificates may be given to students, including student employees, who participate in student surveys or approved student activities.
- Gift cards/certificates should be valued at \$50 or less, unless otherwise approved by the Campus Associate Dean of Student Services.
- No Association or College employee may receive a gift card/certificate purchased with student activities fees.
- All gift cards/certificates purchases or disbursements must be documented and tracked, in accordance with procedures established by the Association.

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GIFT CARD/CERTIFICATE PROCEDURES

As cash-equivalent instruments, gift cards/certificates purchased with student activity fees are governed by tax rules and internal control requirements. In order to effectively purchase, disburse and track all gift cards/gift certificates, the steps below must be followed:

- To purchase gift cards/certificates, the ***Purchase Gift Cards/Certificates Form*** must be completed and forwarded to the Business Office, together with the ***Check Request Form***, containing all necessary signatures.
- Upon distribution of a gift cards/certificates, an executed ***Gift Card/Certificate Acceptance Form*** must be completed by the student receiving a gift card/certificate.
- All cash advance requests for gift cards/certificate purchases must be reconciled and submitted to the Association Business Office within ten (10) business days after purchase and disbursement of gift cards. The ***Gift Card/Certificate Acceptance Form*** must accompany the reconciliation as backup documentation when submitting to the Business Office.
- All gift cards/certificates should be maintained in a secure (locked) location with limited access until they are disbursed.