



## **PROCEDURES**

### **Gift Cards**

#### **Purpose and Scope**

This document establishes procedures to adequately document the purchase and distribution of gift cards using Probation Department funds and is applicable to all divisions. Probation staff will purchase, replenish, and distribute gift cards in accordance with these procedures.

#### **Affected Personnel**

All Probation employees

#### **Authority**

Administrative Directive

#### **Effective Date**

December 25, 2021

### **I. Gift Card Custodian**

- A. Each division Chief Deputy, or designee, maintaining gift cards shall designate a gift card custodian (division custodian) responsible for logging, safekeeping, and reconciliation of gift cards. The division custodian can be any Probation employee. A division may designate more than one division custodian to accommodate multiple worksite locations.
- B. Once Fiscal personnel issues gift cards to the division custodian, the division custodian is responsible for tracking the gift cards in his/her possession.

### **II. Gift Card Purchases**

- A. Gift Card purchases must be approved by the appropriate signatory authorities (per the procurement process). Options to purchase cards:
  1. Option 1 (up to \$500, Petty Cash request) - The division custodian must:
    - a. Fill out the Petty Cash Request form:
      - i. Indicate which program is being used to fund the request
      - ii. A manager's signature is required on the form
      - iii. The form may be obtained from Fiscal
    - b. Submit the signed Petty Cash Request Form to the Fiscal gift card custodian (Accounting Technician) via appointment – photocopies are not permitted.
  2. Option 2 (request over \$500, existing vendor providing commodities): The division custodian must:

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- a. Contact the Fiscal custodian to purchase gift card(s) through purchase order using the Fiscal Help Desk at:  
<https://jira.probation.saccounty.net/servicedesk/customer/portal/2/create/103>
3. Option 3 (request over \$500, no existing vendor providing commodities): The division custodian must:
  - a. Fill out the Petty Cash Request form:
    - i. Indicate which program is being used to fund the request
    - ii. The Chief Probation Officer (or, Acting Chief Probation Officer/Assistant Chief Probation Officer) signature is required on the form
    - iii. The form may be obtained from Fiscal
  - b. Submit the Petty Cash Request Form to the Fiscal gift card custodian via appointment – photocopies are not permitted.

### **III. Safekeeping**

- A. Upon receipt of the gift cards, the division custodian must:
  1. Keep gift cards in a locked, secure location similar to cash and other equivalents; and
  2. Ensure that gift cards are distributed to Probation clients only.

### **IV. Gift Card Log**

- A. The division custodian shall log the gift cards using the Gift Card Log provided by Fiscal by completing all fields.

### **V. Reconciliation**

- A. On a monthly or more frequent basis, division custodians shall:
  1. Reconcile all gift cards on the Gift Card Log;
  2. Perform an inventory of the current cards available and compare to the log;
  3. Track the gift cards from acquisition through distribution;
  4. Ensure the log is accurate and completed in its entirety;
  5. Reconcile the log to the remaining gift cards in the inventory; and
  6. Create a new tab for each month in the Gift Card Log for recordkeeping purposes.
- B. Email a copy of Gift Card Log to the Fiscal custodian for review & reconciliation. (See contact information in Section IX below.)

### **VI. Lost Gift Cards/Discrepancies**

- A. Any discrepancies between the log and the actual gift card inventory must be resolved by the division custodian.
- B. If gift cards are missing or unaccounted for, the division custodian must notify their Chief Deputy (CD) in writing before more gift cards are distributed. Written notification must:
  1. Include an explanation and preventative measures for lost/missing gift cards and/or discrepancies;
  2. Be signed by the CD; and
  3. Be submitted to Fiscal's custodian.

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- C. If the discrepancy occurs three or more times, a Fiscal representative will meet with the CD to resolve the issue.
- D. If the issue cannot be resolved by the CD, the Fiscal representative, the CD, and the Assistant Chief Probation Officer will work toward a resolution.

### **VII. Replenish Inventory**

- A. Once Fiscal's custodian completes reconciliation and approves the log, they will set an appointment with the division custodian to replenish gift cards.
- B. Walk-ins not allowed: To give Fiscal time to reconcile logs/chronos, gift card pick-ups must be scheduled with the Fiscal custodian.
- C. Only \$500 worth of gift cards will be issued at a time with petty cash. Fiscal's custodian will work with CDs to determine if this quantity needs to be increased on a case-by-case basis in accordance with the division's usage/needs.

### **VIII. Sharing**

- A. Gift cards may not be shared with other divisions unless an emergency situation exists.
  - 1. If gift cards are shared in an emergency situation, the providing division must submit an explanation, in writing, to Fiscal's custodian for recordkeeping purposes.

### **IX. Fiscal Representative Contact Information for Gift Cards**

- A. Contact information for the Fiscal representatives may be found in the Probation Employee Directory:
  - 1. Accounting Manager
  - 2. Senior Accountant
  - 3. Accountant
  - 4. Accounting Technician (Fiscal Custodian)

### **Attachments**

N/A

### **Amends/Replaces Previous Procedure**

N/A

**Authorized By**  **Date** 12-9-2021  
Carl Kagel, Chief Deputy