

DICKSON COUNTY BOARD OF EDUCATION

Monitoring:	Descriptor Term: Gift Cards	Descriptor Code: 2.811	Issued Date: June 2017
Review: Annually, in April		Rescinds:	Issued:

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2 When gift cards are given as awards to students, a listing should be prepared to document and
3 account for all gift cards purchased.

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5 At a minimum, the listing must include:

- 6 1. the dollar amount(s) for each individual card,
- 7 2. the individuals who were awarded the cards, and
- 8 3. a signature of the recipient of the gift card.

9
10 The reason for awarding such cards should be clearly documented.

11
12 The practice of purchasing gift cards that are then given to school employees to make school
13 purchases is prohibited.