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GIFT CARD PURCHASES

Departments that purchase gift cards for use in daily operations must have an internal tracking system for the purchase and distribution of gift cards.

Departmental Gift Card Purchases

1 – Authorization must be received by the Finance Director or their designee **PRIOR** to purchasing gift cards.

2 – Purchased gift cards must be securely stored.

3 – Gift card log must be established and maintained.

Document the following:

Purchase of gift cards

Issuance of gift cards

Balance reconciliations

Receipts for purchase, gift card purchasing document and gift card distribution form should be saved and available for review.

Two authorizing signatures for issuance and reconciliation are required.

4 – Quarterly, all gift card logs and reconciliations, to include authorized signatures and receipts, must be sent to accounts payable for compliance and accountability.

City of Manchester
GIFT CARD DISTRIBUTION

Today's date _____

** PLEASE MAKE PHOTOCOPY & ATTACH TO FORM.

Description of asset distributed

Quantity	Description	Value	Comment
_____	Gift Card	_____	

Given to

Print name of staff person: _____ Initials/sign off: _____

For client name (if applicable): _____

Witness

Print name of staff person: _____ Initials/sign off: _____

___ Logged into Excel

GIFT CARDS

Gift Card Number:	Date purchased	Beg Balance:	Date Distributed	Distributed To	Purpose	Amt Spent/Distributed:	Amt Remaining:
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
						TOTAL	\$ -
						# of Gift Cards	0

RECONCILED BY:
RECONCILED BY:

DATE:
DATE: