

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

7055 GIFT CARD POLICY

Gift cards (not to exceed One Hundred Dollars in value) may be given as a token of appreciation to presenters or others who have performed an unpaid service for the College.

The Gift Card Procedure will be followed to ensure compliance with tax laws and to provide an audit trail. Prior approval shall be obtained from the individual with cost center signatory authority.

Employees of the State of Minnesota cannot accept gift cards purchased with state funds, unless it is given in accordance with the state authorized employee recognition program.

Date of Adoption: SGC 3/19/09

Date of Implementation: 3/19/09

Date & Subject of Revisions: 3/26/12 Reviewed