

Gift Card Donations Procedure

1. Gift cards donated to a School must be treated as a cash equivalent and recorded in School Trust Funds.

2. Gift card donations must be receipted by journal entry as follows:

Debit Department 0000 General, Account 71510 Gift Cards
Credit Department XXXX, Account 65202 Donations

3. As gift cards are used, original expense receipts must be retained and recorded by journal entry as follows:

Debit Department XXXX, Account 51700 Supplies
Credit Department 0000 General, Account 71510 Gift Cards