

## Gift Cards Procedure

- The purchase of gift cards is not permitted using either School Trust funds or District funds, with the following exceptions:
  - Gift card purchases for school fundraising campaigns, where the gift cards are sold by the school to parents or other community members.
  - A temporary exception in a situation of emergency, as authorized by Secretary-Treasurer or Manager of Finance.
    - For example, in 2019-2020 grocery gift card purchases were temporarily allowed due to COVID-19 during a period when there were no in school programs to offer food to vulnerable families.
    - The temporary exception for grocery gift cards is no longer in effect.