



**:]bUbWY'8 YdUfha Ybh; i]XY]bYg'Zcf';]Zi7 UfX'Di fW UgY'UbX'
8 cW a YbhUjcb**

= ' DfcWYXi fY'Zcf'8 cW a Ybh]b[;]Zi7 UfX'Di fW UgY'UbX'I gY'

If permission to purchase gift cards is granted, per the policy and administrative directive excerpted in Section II of this memo And (unless specifically exempted in the policy) the explicit written permission of the Chief Financial Officer or Deputy Superintendent of Business and Operations, you must follow the guidelines below with regard to documentation:

1. The CFO/Deputy Superintendent^{mh} of Bus & Ops approval email must be attached to the gift card purchase transaction, via your PCard transaction reconciliation in Works, your employee expense [REDACTED] eSoft Purchase Order.
2. Gift cards have the same risks and vulnerabilities as cash, and as such must be secured and handled using existing PPS cash handling policies and procedures.
3. You must track gift card distribution using the [Gift Card Purchase Tracking Form](#) (please make a copy and save in your own Google Drive) with the following information:

[REDACTED]

The gift card number

[REDACTED]

[REDACTED]



Please note that gift cards cannot