

Employee Gift Card Request Form



Any gift card purchase intended for a Mission Public Schools employee, using school district operating or trust funds, requires the written approval of the Secretary Treasurer (or delegate) in advance of the purchase. In addition to ensuring appropriate use of public school district funding, the approval process will allow for appropriate treatment with respect to taxable benefits for the employee involved.

A separate request form is required for each individual employee recipient, and these forms must be submitted to the Executive Assistant for the Secretary-Treasurer.

GIFT CARD DETAILS:

Value of Gift Card (\$):	
Recipient Employee Name:	
Recipient Employee Location:	
Purpose of Gift:	
Funding Source (Operating, Trust Funds, Other):	

If the request is approved, a signed copy of the form will be forwarded to the Budget Manager and to the Payroll department. Please proceed with the purchase, and then attach a copy of the gift card purchase receipt to the approved request form and submit another copy to the payroll department. Payroll will match up the forms and process the taxable benefit.

A request that is declined will be accompanied by an explanation or request for additional information.

Budget Manager (Principal / Department Manager):

Signature	
Name	
Date	

Secretary-Treasurer (or Delegate):

Signature	
Name	
Date	