1. **Purpose**

This policy outlines the requirements for the purchase, distribution, storage, use, and accounting of gift cards by Weber County Departments (“Departments”).

1. **Policy and Procedure**
2. **Authorized Circumstances for Purchasing**
	1. Gift cards may be purchased by the Weber-Morgan Health Department for the purpose of reimbursing clients for their participation in qualified programs as determined by the Weber-Morgan Health Department.
	2. Gift cards may be purchased by the Human Resources Department for distribution to employees upon certain qualifying events as determined by the Human Resources Department.
	3. All other Departments must receive approval from the Clerk / Auditor or their designee before purchasing gift cards. Department Heads shall ensure that all gift card purchases are used for authorized uses only.
	4. Gift card purchases shall align with all allowable costs under applicable grants or funding sources.
3. **Management**

Gift cards shall be managed by a Custodian and a Record Keeper.

* 1. Custodian: A Custodian shall hold custody of physical and electronically delivered gift cards. All physical gift cards shall be kept in a locked and secured location until they are distributed. A Custodian shall not provide electronic gift card information to anyone other than the individual to whom a gift card is being distributed. Upon receipt of a gift card, the Custodian shall inform the Record Keeper and together complete the applicable section of the Gift Card Log.
	2. Record Keeper: A Record Keeper shall keep a running log of purchased and distributed gift cards using the Gift Card Log. Departments may designate two individuals as Record Keepers.

A Record Keeper shall not be a Custodian and vice versa.

1. **Gift Card Log**

The Gift Card Log shall contain:

* 1. The type of gift card purchased
	2. The amount contained on the gift card including a receipt
	3. The date the gift card was purchased
	4. The name of the individual to whom the gift card is being distributed
	5. The day the gift card was distributed
	6. A space for the signatures of a Record Keeper and the Custodian acknowledging the receipt of a gift card
	7. A space for the signatures of a Record Keeper and the Custodian acknowledging the distribution of a gift card

Gift Card Logs shall be reviewed by the Department Head or their designee at least quarterly. The Clerk/Auditor’s office shall review all gift card logs at least annually for compliance with this policy.

1. **Violations**

If it is determined that a Department has violated this part, the Clerk/Auditor’s Office shall either issue a written warning to the Department or suspend the department’s gift card purchasing ability until the issue has been remedied.

DATED this day of , 2025.

BOARD OF COUNTY COMMISSIONERS OF WEBER COUNTY:

 Sharon Bolos, Chair

ATTEST:

Ricky Hatch, CPA

Weber County Clerk/Auditor

Approved as to form and legality:

Deputy County Attorney