

AQ0500 – GIFT CARD

Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Dākelh Dené, Ktunaxa, Nlaka'pamux, Secwépemc, St'át'imc, Syilx, and Tšilhqot'in Nations, where we live, learn, collaborate and work together.

Interior Health recognizes that diversity in the workplace shapes values, attitudes, expectations, perception of self and others and in turn impacts behaviors in the workplace. The dimensions of a diverse workplace includes the protected characteristics under the human rights code of: race, color, ancestry, place of origin, political belief, religion, marital status, family status, physical disability, mental disability, sex, sexual orientation, gender identity or expression, age, criminal or summary conviction unrelated to employment.

1.0 PURPOSE

The purpose of this policy is to provide direction on the limited and specific situations where Gift Cards may be used and guidance on secure purchasing, handling and distribution of Gift Cards.

2.0 DEFINITIONS

TERM	DEFINITION
<i>Emergency</i>	<i>A situation that arises suddenly or unexpectedly and requires urgent or quick responses to ensure patient, staff, or public safety or the continuity of programs. Examples include but are not limited to service disruptions resulting from critical staff shortages, natural disasters, and communicable disease outbreaks.</i>
<i>Gift Card</i>	<i>Prepaid cards, considered the equivalent of cash. Includes Gift Cards issued from specific vendors and prepaid credit or debit cards.</i>
<i>Secure Storage</i>	<i>A locked cabinet or safe with restricted access designed to prevent the theft or loss of physical assets and prevent unintended disclosure of personal information.</i>

3.0 POLICY

- 3.1 This policy applies to all employees for the purchase and distribution of Gift Cards, provided that the procedures outlined in this document are followed.
- 3.2 Provide Gift Cards to recipients when there are no other practical payment alternatives.
- 3.3 Purchase Gift Cards after receiving authorization from the Manager, Accounting & Treasury Services and informing your Business Consultant.

Policy Sponsor: CFO & Vice President Corporate Services	1 of 3
Policy Steward: Executive Director, Capital Finance & Controller	
Date Approved: May 2023	Date(s) Reviewed-r/Revised-R: February 2024 (R)
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- 3.4 Authorize the purchase and use of Gift Cards for departments that have a valid requirement (3.4.1) and documentation of internal controls and procedures are (4.1.1) in place.
- 3.4.1 Valid requirements for Gift Card use include:
- Emergencies or crisis management;
 - Client related programs where there are no other practical payment alternatives;
 - Tokens of appreciation for volunteers;
 - Small incentives for candidates at recruitment events;
 - PEER payments
 - Honoraria for Indigenous knowledge holders; and
 - Honoraria for research participants.
- Any circumstances not included above is considered an exception and must be pre-approved by the responsible Vice President (VP) prior to Gift Card purchase.
- 3.5 Do not use Gift Cards when it is possible to use accepted procurement methods such as corporate credit cards, purchase orders, cheque requisitions or petty cash.
- 3.6 This policy applies regardless of whether Gift Cards are funded from Interior Health (IH) budget or from other funding sources.
- 3.7 Gift Cards must not exceed \$50 in value. A Program Director must pre-approve Gift Cards exceeding \$50 in value.
- 3.8 Do not use Gift cards for the following types of purchases:
- Travel expenses;
 - Entertainment expenses;
 - Payment to contractors or for contracted services;
 - Employee gifts or incentives;
 - Payment for personal services;
 - Material expenses exceeding \$5,000 total per year.
- 3.9 The use of Gift Cards is subject to monitoring and auditing by Financial Services and/or Internal Audit to ensure compliance to this policy.

4.0 PROCEDURES

- 4.1 Departments that issue Gift Cards must document their procedures for purchasing, tracking, and securing Gift Cards.
- 4.1.1 Documentation of internal controls and procedures for Gift Card use should include:
- Description of circumstances when Gift Cards are required;
 - Description of the types of Gift Cards that will be issued (consider whether Gift Cards could be spent on unintended goods or services);
 - Limits on values for Gift Cards;
 - Maximum number of Gift Cards to be kept on-hand and for how long before distribution;

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- e. Identify who has authority to purchase Gift Cards;
 - f. Identify who has authority to issue Gift Cards;
 - g. Identify who is responsible for the Secure Storage of Gift Cards;
 - h. Description of physical security procedures including where Gift Cards will be kept and how access to Gift Cards will be restricted.
- 4.2 Departments are responsible for maintaining a tracking system to document the purchase and issuance of Gift Cards. See [Sample Gift Card Tracker](#) stored on the InsideNet.
- For optimum security over cards, it is important to segregate responsibilities:
- Person who purchases Gift Card will record: Gift Card number, type, amount, purchase date.
 - Person issuing the Gift Card will record: date of issue to recipient, name of recipient, name of staff person who issued the card to recipient, recipient signature where possible.
- 4.3 Employees must use their IH corporate credit card to purchase Gift Cards in accordance with AQ0600 – Corporate Credit Card Code of Responsibility. If a corporate credit card is not available, the Manager, Accounting & Treasury Services must approve all other means of purchase before a Gift Card is purchased.
- 4.4 Refer to the [Gift Card Coding Guide](#) to code Gift Card purchases.

5.0 REFERENCES

1. [AQ0600 - Corporate Credit Card \(BMO Commercial\) Code of Responsibility](#)
2. [Corporate Credit Card Quick Links – Training and Reference Materials](#)

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