



Compliance for the Purchase of Gift Cards

School Based Budget or School Generated Funds

When an employee is given a gift card, CRA considers the gift card to be an additional remuneration that is a taxable benefit for the employee because it functions in the same way as cash.

As an expense claim has been received for reimbursement or a Corporate visa card purchase made for gift card purchases, the following verification is required to be attached to the invoice/receipt:

Purchase Date: _____

Purchased by: _____

Type of Gift Card: _____

Amount: _____

Purpose: _____

Event: _____

Gifted to BTPS Employee: _____

Gifted to Others: _____

Name and Signature of Principal / Supervisor