



**Compliance for the Purchase of Gift Cards**

**School Based Budget or School Generated Funds**

When an expense claim or a Corporate visa card purchase has been received for reimbursement 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: \_\_\_\_\_

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Name and Signature of Principal / Supervisor