

Category: Operations

Policy Title: Gift Cards

Policy Statement: Gift cards or gift certificates cannot be given to students, employees, community members or volunteers. They cannot be given as gifts, awards or appreciation. The IRS considers gift certificates as taxable income; therefore, they cannot be purchased with college funds.

Procedures:

Contacts: Executive Vice President

Approved Date: 9/1/2016

Policy History: 9/1/16

Keywords: Gift Certificates, gifts, students, appreciation

Related Form: [Click here to enter text.](#)