

**Department of Behavioral Health
TRANSMITTAL LETTER**

SUBJECT		
Use of Gift Cards		
POLICY NUMBER	DATE	TL#
DBH Policy 533.1	FEB 14 2014	230

Purpose. The purpose of this policy is to specify the reasons for use and the procedures for processing, handling and safeguarding gift cards to prevent mishandling, misuse, or abuse. In the interest of integrity and public trust, the appropriate safeguarding and accounting of gift cards is essential.

This revision adopts the policy from the former Department of Mental Health, now merged into the new Department of Behavioral Health, in accordance with the DBH Establishment Act of 2013.

Applicability. This policy applies to all Department of Behavioral Health (DBH) personnel.

Policy Clearance. Reviewed by affected responsible staff and cleared through appropriate Behavioral Health Authority offices.

Implementation Plans. Staff involved in gift cards shall be oriented about this policy. Program managers shall ensure appropriate implementation of this policy and procedures. Contracting Officer Technical Representatives (COTRs) must also ensure that contractors are informed of this policy, as applicable or pertinent to their scope of work.

Policy Dissemination and Filing Instructions. Managers/supervisors of DBH must ensure that staff are informed of this policy. Each staff person who maintains policy manuals must promptly file this policy in the DBH Policy and Procedures Manual.

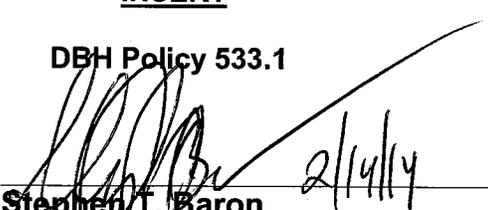
ACTION

REMOVE AND DESTROY

DMH Policy 533.1

INSERT

DBH Policy 533.1



Stephen T. Baron
Director, DBH

2/14/14

GOVERNMENT OF THE DISTRICT OF COLUMBIA  DEPARTMENT OF BEHAVIORAL HEALTH	Policy No. 533.1	Date FEB 14 2014	Page 1
	Supersedes <u>DBH Policy 533.1, same subject, dated July 16, 2002</u>		
Subject: Use of Gift Cards			

1. **Purpose.** The purpose of this policy is to specify the reasons for use and the procedures for processing, handling and safeguarding gift cards to prevent mishandling, misuse, or abuse. In the interest of integrity and public trust, the appropriate safeguarding and accounting of gift cards is essential.
2. **Applicability.** This policy applies to all Department of Behavioral Health (DBH) personnel.
3. **Authority.** DC Personnel Regulations, Chapter 19, Part I, DC Government Employee Ethics Pledge, Office of the Chief Financial Officer (OCFO).
4. **Background.** DBH uses a gift card primarily as an incentive or reward as part of its consumer outreach and support activities such as responding to surveys, submitting required documentation in a timely manner, or participating in project activities. In addition, the Homeless Outreach Program uses gift cards for immediate limited support to individuals or families to purchase basic necessities such as medicine, clothing, food or furniture. Generally, a gift card does not exceed twenty five dollars (\$25.00).

Funding for anticipated gift cards is included in division spending plans for the fiscal year. The approval process for securing a gift card is in place. The purchase of a gift card requires approval by the immediate supervisor and next level supervisors, as applicable, and an approved requisition and purchase order. See section 7a below.

5. **Definitions.**

Gift Card. Refers to the type of gift certificate in the form of a card onto which value can be encoded. Used much like a credit card for the purchase of goods and services, up to the limit of stored value and not redeemable for cash.

6. **Policy.** Gift cards, like cash, shall have strong internal controls necessary to prevent mishandling of funds and to safeguard against loss. Gift cards are provided only for consumer use and must not be used by a government employee for any purpose. If the gift card value exceeds five thousand dollars (\$5,000.00), it has to be competitively bid per District of Columbia procurement regulations.

7. **Responsibilities and Procedures.**

7a. **Requesting gift cards.** The DBH employee who requests gift cards for reasons stated in section 4 (above) shall ask a designated staff to generate a requisition and purchase order for approval (see Exhibit 1).

7b. **Safeguarding gift cards.** The DBH employee who requests the gift card is considered the gift card custodian and is responsible for the following:

- (1) Maintain a clear and secure tracking mechanism for the gift cards (e.g., delegation

and transfer to custodian, storage, distribution, receipts, documentation, accounting and reporting). Any transfer of a gift card to another employee for distribution must be documented and tracked. Since a gift card is the equivalent of cash money with no unique attachment to an individual, it must not be mailed except by registered mail with return receipt requested to provide verification. A consumer must sign for the gift card upon receipt.

(2) Ensure that gift cards are kept in a secure location, i.e. a locked file cabinet, desk or office.

(3) Use the Gift Cards Recipients Log (see Exhibit 2) to keep track of issuance and receipt of gift cards.

(4) Report a lost or stolen gift card immediately through the appropriate chain of command and to Contracts and Procurement Services with supporting documentation. The CPS, in turn, will ensure invalidation procedures of the lost or stolen gift card.

7c. Record keeping, accounting and reporting.

(1) Records regarding the accountability of gift cards shall be available for review by Contracts and Procurement Services (CPS)/designee.

(2) The total amount spent on gift cards and the number of gift cards has to be appropriately accounted for and reported to CPS by the gift card custodian.

8. Enforcement

The misuse and abuse of gift cards are violations of this DBH Policy and are considered fraudulent. As such, they will be treated with strict and severe disciplinary actions.

9. Exhibits.

Exhibit 1 Gift Card Request Form
Exhibit 2 Gift Card Recipient Log

Approved By:

Stephen T. Baron
Director, DBH


(Signature) 2/14/14 (Date)

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF BEHAVIORAL HEALTH



Gift Card Request Form

Date of Request: _____

Name of Staff Requesting Gift Card: _____

Position: _____ Department: _____

Purpose and benefit of purchasing gift card:

Dollar amount of each gift card to be purchased: \$ _____

Number of gift cards to be purchased: _____

Total dollar amount of gift cards to be purchased: \$ _____

Vendor from which gift cards will be purchased: _____

(Note: If the gift card value exceeds five thousand dollars (\$5,000.00), it must be competitively bid per District of Columbia procurement regulations.)

Projected date of purchase: _____

Projected date gift cards will be distributed: _____

Approvals:

Immediate Supervisor:

Signature/Title/Date: _____

Division Head:

Signature/Title/Date: _____

By signing this Gift Card Request Form, I agree that

- I am solely responsible for the safekeeping and maintenance of the gift cards.
- I am responsible for maintaining the gift card recipient log to document the distribution of the cards.
- I am responsible for reporting the loss of a gift card.

Gift Card Custodian: _____

Printed Name

_____ Signature

_____ Date

