

3.9.10 | Prerequisites and Procedures on Purchasing Gift Cards

TABLE 3-10. GIFT CARD PURCHASING PROCEDURES

VISA/Mastercard Gift Cards through the Treasurer’s Office (TTX)

<p>Development and Approval of VISA/MC Gift Card Policy through Treasurer’s Office (TTX)</p>	<p>Departmental Policy: If the department intends to purchase VISA/MC prepaid cards using the Treasurer’s Office (TTX) Bank contract, the department should notify TTX at TTX.BankingTreasuryAccounting@sfgov.org before developing their Gift Card policy and procedures (P&P) for AOSD review and approval.</p> <p>When a request is received, TTX will work with the bank to get approval of proper card product that the department qualifies for based on program requirements.</p> <p>Once confirmed, TTX and AOSD will communicate with the department to start drafting their P&P based on the type of card (reloadable/non-reloadable) to be utilized.</p> <p>Note: If the VISA/MC prepaid card program is designed to exceed \$599 to any individual recipient, the program must also be reviewed and verified by the City Attorney (through TTX) on potential tax consequences. If prepaid gift cards are not deemed suitable for the program, the department must set up supplier profiles for their payees to ensure proper reporting. For more information, please inquire with TTX during the initial request.</p>
<p>Purchasing VISA/MC Gift Cards through TTX</p>	<p>Step 1: After the department notifies TTX of their gift card program request, TTX will provide the department an intake form to complete and return to TTX.</p> <p>Step 2: TTX will forward the intake form to the bank to determine which Visa/MC prepaid cards program the department qualifies for.</p> <p>Step 3: After the bank approves the implementation, TTX will notify the department which card program they are approved for and provide Visa/MC prepaid cards policy template.</p> <p>Step 4: Department will establish their P&P by using the Visa/MC prepaid cards policy template and submit to AOSD for review and approval.</p> <p>Step 5: Once reviewed and approved by the AOSD fund accountant, the department will forward a copy of the final Visa/MC prepaid card policy to TTX.</p> <p>Step 6: TTX will provide order forms and instructions to department.</p> <p>Other Gift Cards</p>

Other Gift Cards

<p>Development and Approval of Gift Card Policy (Non-TTX)</p>	<p>Departmental Policy: Prior to procuring any gift cards through OCA, departments must develop a departmental Gift Card policy and procedures (P&P) for the program(s) identified. All P&P must also include a Gift Card tracker template tailored to the specific program.</p> <ul style="list-style-type: none"> • View existing approved department policies. <p>AOSD Fund Accountant Approval: Once developed, the policy must be reviewed and approved by the department’s AOSD Fund Accountant.</p>
<p>Purchasing Gift Cards (Non-TTX)</p>	<p>Step 1: Department submits a Requisition to OCA, regardless of dollar amount and use of a contract.</p> <ul style="list-style-type: none"> • Requisitions ≤ \$10K: Department must insert an OCA buyer assigned to the department as an approver AND inform the buyer. Departments can find the OCA buyer assignments here: https://sf.gov/information/oca-staff-directory <p>1. Requisition Requirements</p> <ul style="list-style-type: none"> • Requisition name to begin with “XXX (3-character department code)-GC”, e.g. “DPH-GC”. Departments may add digits or characters after XXX-GC for internal tracking purposes. • Item description must include “Gift Card” • In the Requisition Comments field, indicate if the purchase will be using existing contracts with the Contract ID or no contract. <p>Step 2: OCA will review and approve requisition into a Non-Purchasing (NP) Purchase Order:</p> <ul style="list-style-type: none"> • POs with a Contract: OCA will insert AOSD after the Dept Approver. • POs ≤ \$10K without a Contract: OCA will insert AOSD after the Dept. Approver. • POs > \$10K without a Contract: OCA will insert AOSD and a Department Approver.