

# IOWA STATE UNIVERSITY™

## Extension and Outreach

To All 4-H Leaders and Master Gardeners,

I wanted to clarify the gift card purchase process with all of you as the State Auditor has tightened the rules for all Extension districts.

Prior to purchasing a gift card, you **MUST** notify Amanda Rau (if you are a 4-H Club Leader) or Cris Vetter (if you are a Master Gardener). We will then bring it to the attention of the Extension Council who will need to vote on the purchase at their next meeting. (Typically, the 3<sup>rd</sup> Wednesday of the month.) We will work with you to fill out a finance claim form which requests the following:

- Store gift card(s) were purchased from
- Amounts on each card
- Public/Business purpose of each gift card

Things to keep in mind:

- While you may purchase multiple gift cards, no single gift card can be valued over \$25.
- A gift card does not only include a plastic card you buy at the store. It is also any sort of gift certificate to a restaurant ("Good for one free pizza") or entertainment venue ("Redeem for one game of bowling" OR "One free matinee").
- **If you do not get preapproval** for the purchase of the gift cards, **you cannot be reimbursed** by the Extension Office, your 4-H club funds, or Master Gardener funds.

If you would like to reimburse someone for doing something above and beyond for your organization, we can issue a check directly to them.

Once a gift card has been approved, the recipient needs to sign a gift card reconciliation document (available at our office). The completed gift card reconciliation document must be attached to the finance claim form and itemized receipt.

In summary, to purchase a gift card you must:

1. Notify Extension Office Staff your organization wants to purchase a gift card.
2. Work with us to fill out a finance claim.
3. After the Extension Council approves the request, you will sign a gift card reconciliation document.
4. If you purchase the gift card, an itemized receipt must be submitted. The Extension Office can also purchase the gift card for you.

I understand that this is a lengthy and somewhat complex process. However, the State Auditor's Office has requested Extension districts put these measures in place to ensure the proper use of public funds.

Thank you.



Sam Genson

County Director