

**Addendum to Page 11
County of Aroostook
Accounting and Financial Practices and Procedures Manual**

Gift Cards/Gift Certificates

All gift card/gift certificate purchases require prior approval of the County Commissioners. The written request must contain, at a minimum, the following information:

The purpose of the gift card/gift certificate purchase;

The name(s) of the employee(s)* or individual(s) receiving the gifts;

The face value of each gift and the total amount of the gift card/gift certificate purchase; and,

The account number to charge the expenditure.

The information will be provided to the County Administrator who will present the request at a County Commissioners' meeting for consideration and approval.

*This information is required for tax reporting purposes

Adopted: November 15, 2016