

HEALTH AND HUMAN SERVICES AGENCY - BEHAVIORAL HEALTH SERVICES
Exhibit C Supplemental I - Gift Card Preapproval

Contractor: _____ **Budget Period:** _____
Contract #: _____ **Amendment #:** _____

GIFT CARD: Anticipated item description and purpose	TOTAL		PROGRAM NAME	
	ROLL UP		FUNDING SOURCE 1	
	Quantity	Amount	Quantity	Amount
1				
2				
3				
4				
5				
6				
7				
8				
TOTAL				

Checklist

- Have adequate internal controls and procedures in place to mitigate misappropriation of Gift Cards
- Gift Cards maintained in a secured and locked environment accessible only to the designated Contractor employees.
- Gift Card are accounted for by receipts, tracking system and follow the Contractor's internal purchase policies.
- Disbursement of Gift Cards are accounted for by a tracking system that indicates at a minimum: full name of the recipient, amount of the Gift Card, date disbursed, two full signatures one of which must be a Contractor employee. If both signatures are those of contract employees, one must be a supervisor.
- Gift Card purchase receipts, tracking logs, and internal policies shall be available for COR review and inspection at any time.
- In the event Contractor discovers misappropriation of Gift Cards, Contractor must contact assigned BHS COR within one business day of the occurrence.
- Gift card purchase receipts, tracking log and internal policies shall be available to COR or Designee review and inspection at any time.
- Gift cards directly benefit clients and program objectives
- Records to support the use of gift cards shall be available for in-depth review visits. Gift Cards that are not used or disbursed at the end of their original approved contract year must be justified and pre-approved (again) prior to being used in the next or any future contract years.

Prepared By (Sign & Date)

Type Name & Title Date Submitted

Phone number: _____

COR APPROVAL (Sign & Date)

Date Approved

Note: If any revisions to this form are needed, re-submit the form (by email) to COR with requested changes.