

Shasta County Office of Education

Employee Gift Card Purchase

1. Obtain Cabinet approval prior to purchasing gift cards for employees
2. Complete the Employee Gift Card Form (*Awards & Recognitions*)
 - a. Enter the employees legal name in the field provided
 - b. Enter the reason for the gift card in the field provided
 - c. Enter the value of the gift card in the field provided
 - d. Enter the date the gift card purchase was approved by Cabinet in the field provided
 - e. Enter the program contact and telephone number in the fields provided
 - f. Obtain employee signature and enter the date that the gift card was received in the fields provided
 - g. Obtain supervisor signature and date in the fields provided
 - h. Enter the date the form is submitted to Payroll in the field provided
3. Forward the form to Payroll Department