



GIFT CARD AND MERCHANDISE POLICY

POLICY:

This policy is provided to guide faculty and staff in their use and distribution to employees and other individuals of non-monetary benefits.

Employee achievement awards are taxable income unless they meet special rules for awards of tangible property given in recognition of length of service or achievement. The preferred method of providing awards to faculty and staff (employees) is to provide compensation through the normal payroll process in lieu of prizes and awards as “other income”.

PROCUREMENT PROCESS

Merchandise may be purchased from the Follett Bookstore. The cost of individual merchandise may not exceed \$50.00*. Gift cards must be procured directly from the Finance Department in either \$25.00 or \$50.00 increments. No other denominations are allowed*. Please do not attempt to charge gift cards to a college account at the Bookstore **NECC prohibits the purchase of gift cards through Pcards.**

DISTRIBUTION PROCESS:

Gift Card Distribution Forms (attached) must be completed in its entirety for each recipient. Forms should be submitted to Accounts Payable, accountspayable@necc.mass.edu or Procurement, procurement@necc.mass.edu in advance of arranging for a time to pick up any gift cards in the Accounting and Finance office, B216.

<https://www.irs.gov/government-entities/federal-state-local-governments/de-minimis-fringe-benefits>

* Exceptions to this policy must be coordinated through the A&F dept and approved by the Comptroller or COO/CFO.

GIFT CARD DISTRIBUTION FORM

Business Purpose of Award (Event Name): _____

Date: _____ **Total # of Recipients:** _____

Recipient Information:

Name: _____ Award Amount _____

Association: Student Student Employee Faculty/Staff Contract Employee
ID (student ID, employee ID) _____

NECC Email address: _____

Recipient Information:

Name: _____ Award Amount _____

Association: Student Student Employee Faculty/Staff Contract Employee
ID (student ID, employee ID) _____

NECC Email address: _____

Recipient Information:

Name: _____ Award Amount _____

Association: Student Student Employee Faculty/Staff Contract Employee
ID (student ID, employee ID) _____

NECC Email address: _____

Recipient Information:

Name: _____ Award Amount _____

Association: Student Student Employee Faculty/Staff Contract Employee
ID (student ID, employee ID) _____

NECC Email address: _____

Requester Information:

Name: _____ Phone: _____

Organizational Code & Account (to be charged): (Org) _____ (Acct) _____

Authorized Signature _____ Date _____
(Signature)

Printed Name _____

Submit Completed Form to
accountspayable@necc.mass.edu or procurement@necc.mass.edu