

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

TUITION AND FEES GIFT CARD

1. Schoolcraft College Gift Cards are available for purchase by students, employees, and the general public.
2. Gift Cards are available in any increments and can be reloaded.
3. Gift Cards may be used anywhere on campus that accepts cash, other than vending machines.
4. The Cashier's Office will have administrative responsibility for distribution, sales, records, and security control.
5. Employees using College funds to purchase gift cards must submit a Gift Card Request Form.
6. In appreciation for service, a volunteer may be given a gift card of \$25 or less.
7. A gift card of \$25 or less may be given to an employee as a door prize or staff recognition.
8. Other than that mentioned in #7 above, gift cards purchased with College funds should not be given to employees since the IRS considers the value of the cards taxable income to the employees. According to IRS regulations, a certificate that allows an employee to receive a specific item of personal property that is minimal in value, provided infrequently, and is administratively impractical to account for, may be excludable as a de minimis benefit, depending on facts and circumstances.

Adopted—Administrative Committee
September 12, 1978
Reviewed—Administrative Committee
February 24, 1981
Reviewed—Cabinet
April 9, 1997
July 1, 2003
Reviewed—Business Services
April 13, 2005
December 2, 2008
Reviewed – Cabinet
October 18, 2016