

JORDAN SCHOOL DISTRICT  
Anthony Godfrey, Ed.D., Superintendent of Schools  
West Jordan, Utah

## Intradistrict Communication

Date: November 27, 2023

To: All Administrators  
All Administrative Assistants

From: John Larsen, Business Administrator  
Daniel Ellis, Director of Accounting and Audits

Subject: **Gift Card/Certificate Purchasing Policy**

As a reminder, the purchase of gift cards, e-gift cards, prepaid credit cards, or anything with a stated cash value that functions like a gift card is not allowable with funds managed by the district, school, or department, including grants.

Please review the District Financial Accounting Manual for further information.