**Gift Card Policy**

In most cases the IRS considers gift cards to be cash and therefore taxable.  Gift cards may not be issued to employees for services rendered or in recognition of service performed.  Gift cards may be used for confidential subject fees and non-employee prizes that are small in nature.  Gift cards should not be given for retirement or other life events.

Please see the gift policy within the handbook [(https://handbooks.williams.edu/staff/employment-payroll/employment/appreciation-and-recognition-policy/](file:///C%3A%5CController%27s%20Office%5C%28https%3A%5Chandbooks.williams.edu%5Cstaff%5Cemployment-payroll%5Cemployment%5Cappreciation-and-recognition-policy%5C)) for guidance.

Please consult with the Accounts Payable office (accountspayable@williams.edu) prior to purchasing gift cards.