



City and County of San Francisco
Edwin M. Lee
Mayor

San Francisco Department of Public Health

Barbara A. Garcia, MPA
Director of Health

MEMORANDUM

DATE: May 3, 2018

TO: President Edward A. Chow, M.D. and
Honorable Members of the Health Commission

THROUGH: Barbara Garcia, Director of Health

FROM: Anne Okubo, Deputy Financial Officer

RE: DPH Policy on the Procurement and Use of Gift Cards

Attached for Health Commission approval is a DPH policy on the procurement and use of gift cards. DPH uses gift cards as an incentive for patients and clients to meet health goals. Cards have been purchased for TB patients as incentives to take medications, by Behavioral Health Services to help clients meet goals in their wellness and recovery plans, or by MCAH as incentives for participation in family planning activities.

While this policy is new, the procurement of gift cards is on-going. Recently, the Office of Contract Administration (OCA) and the Controller's Office have required city departments that procure gift cards to develop a policy. The attached policy is consistent with Controller's Office guidelines and has been reviewed and approved by both the Controller's Office and OCA. The approval of a DPH-wide policy for the procurement and use of gift cards will improve internal control over the procurement and use of gift cards, since they are equivalent to cash.

Uses of Gift Cards

The policy directs that only patients and clients are eligible for gift cards. City employees, contractors and other staff working on behalf of DPH are not eligible for gift cards.

The policy also direct that goals that clients and patients must meet to be eligible for a gift card must be determined in advance of the procurement of gift cards.

Gift Card Policy

The gift card policy outlines the process to procure cards, requirements for internal control over cards, and procedures to document the receipt and disbursement of cards to patients and clients.

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans.

We shall - Assess and research the health of the community - Develop and enforce health policy - Prevent disease and injury -
- Educate the public and train health care providers - Provide quality, comprehensive, culturally-proficient health services - Ensure equal access to all

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A few important provisions of the policy are:

1. The purchase of gift cards must be approved by the CFO or a designee;
2. Gift cards must be purchased with designated department funds and must be an allowable expense for the fund;
3. The value of a gift cards may not exceed \$50;
4. The number of gift cards purchased for a program may not exceed the anticipated 12 month quantity; however, only one month of cards will be distributed at any given time. The remainder of cards will be held by Accounting in a safe;
5. To maintain internal control, there must be separation of duties so that no individual is responsible for ordering and distributing gift cards;
6. Storage and security of gift card inventory must follow internal control procedures;
7. Programs must maintain complete and accurate records of cards distributed to patients and clients; and
8. Gift cards cannot be used by patients or clients to purchase prohibited items.

Attachment