

REQUIRED DESCRIPTIONS ON CHARGES

CHARGES INVOLVING PEOPLE

Meals-Staff charges:

Include name(s) of staff in Notes

Volunteer Appreciation Meals:

Include name(s) of attendee in Notes

Meals-Ministry charges:

Include name(s) of attendee in Notes

Volunteer Appreciation Gifts:

Include name(s) of recipient in Notes

Meals/Food Involving an Event:

Notes can name the event vs. specific people



- **Charges involving meals** must include the specific name(s) of the individual(s).
- **Charges for food for an event** can be coded to “Food & Beverage Supplies” (with the description of the Event indicated in the Notes section for the charge).
- **Charges for food for a training event** for a large group may be coded to “Food & Beverage Supplies” or to “Staff Training & Development” or to “Volunteer Training & Development” (at the discretion of the department’s manager).

CHARGES FOR GIFT CARDS:

- Indicate the amount of the gift card in the Notes, as well as the SPECIFIC name of the gift card recipient (required by IRS).
- If several small amount gift cards are purchased for multiple volunteers, in the Notes box write the amounts of the gift cards and the event/group of recipients.
- If gift cards will be awarded to a drawing/raffle winner at an event, indicate the amounts of the gift cards, the event, and the purpose the gift cards will be awarded.