



SUBGRANTEE PROCEDURE
MONTANA BOARD OF CRIME CONTROL
USE OF PREPAID CARDS

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Effective Date: November 2021	Revised:

I. Purpose

The purpose of this procedure is to establish requirements for use of prepaid cards such as gift cards, gas cards, phone cards, purchased with grant funds provided by MBCC. The use of gift, gas, and phone cards is strongly discouraged due to increased risk of fraud. If a subgrantee chooses to use gift cards and/or gas cards, their agency must have a policy in place, and the requirements outlined below must be met.

II. Definitions

Gift Cards – a card that can be exchanged for a specified cash value of goods or services from a particular business or a prepaid debit card that contains a specific amount of money available for use for a variety of purchases (i.e. VISA gift cards).

Gas Cards – a prepaid card used to pay for gasoline, diesel, and other fuels at gas stations.

Phone Card – a prepaid card used to pay for phone calls.

III. Procedures

A. Tracking Log

1. Each card issued to a client must be reported on a tracking log. The tracking log is used to record various details of the process and must be signed by the client and/or staff member.
2. Payments for cards will be reimbursed through the subgrantee’s monthly request or quarterly financial report submission.
3. All cards must be issued and used during the current project period of performance. Cards purchased at the end of the period of performance (within the last month) may be allowed on a case-by-case basis. Subgrantees should notify MBCC for approval of cards purchases within the last month of their project period to avoid purchases being disallowed. Any unused cards at the end of an award will need to be reimbursed to MBCC at purchase value.
4. The subgrantee must start a new tracking log at the beginning of each new award (when gift cards and gas cards are approved in the budget) with MBCC.
5. On the final Financial Status Report (FSR), the subgrantee will enter a negative amount for the purchase value of any remaining gift cards and/or gas cards purchased with MBCC grant funds.
6. The subgrantee must attach the card tracking log to the final FSR. For AmpliFund users, the tracking log must be attached as additional documentation to the final budget reporting period.

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B. Tracking Log Components

- Date card was purchased
- Purchaser
- Type of card (gift card, gas card, other)
- Where card was purchased
- Amount of card
- Card number
- Date card issued to client / recipient / staff member (or date card was returned)
- Who (staff member) issued card
- Purpose of card (gas, hotel, emergency, food, etc.)
- Client / Recipient name
- Client / Recipient signature

C. Example of Procedure (change to fit your program)

1. Staff purchases gift cards and/or gas cards as needed, usually in group of 10 cards at \$40 denominations.
2. Tracking numbers are assigned and listed on a tracking log.
3. The cards are kept in a locked cabinet accessed only by the Executive Director, Financial Officer, and Office Manager.
4. When a card is provided to a client, staff will contact the appropriate manager to retrieve the card(s).
5. A photocopy of the card is made.
6. Place the client's name/initials and date on the card.
7. Record all card information from Section B in the tracking log.
8. The documents and log will be placed back in locked cabinet for monthly reconciliation.

IV. Closing

Questions concerning this procedure should be directed to your MBCC program staff point of contact.