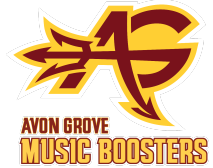


Avon Grove Instrumental Music Boosters Association

Policy: Requesting and Using Gift Cards for AGIMBA Purchases

Approved: June 8, 2026

Amended:



Purpose

This policy outlines the requirements for requesting RaiseRight gift cards for organizational purchases while ensuring proper financial oversight.

Scope

Before a request can be submitted, the following conditions must be met:

- the request must align with a pre-approved budget line item with a sufficient balance.
- the merchant must be an active participant in the [RaiseRight program](#).
- If a needed gift card is unavailable through the RaiseRight platform, please consult with the Treasurer to determine feasibility of an alternative vendor or procurement method.

Policy

To request funds, fully complete a Check (Payment) Request Form and submit to the treasurers with at least one week processing time. The form can be found on the AGIMBA forms page: <https://www.agimba.org/forms-and-info.html>. The following information is required:

- Name of the individual making the purchases and distribution details (a valid email address and phone number are required for processing).
- The specific RaiseRight merchant, store, or vendor where the purchase will be made. This should be listed in the 'payee' section of the form.
- The date the gift card is required and the expected date of purchase.
- An itemized list with anticipated cost
- Issued funds will be equal to or less than the amount requested depending on the vendor/merchant gift card denomination amounts. Any excess amount not covered by a gift card should be submitted for reimbursement.

The following must occur within 30 days of gift card issuance:

- All purchases must be made.
- Original itemized receipts must be submitted to the Treasurer.
- Any remaining card balance must be reported and any physical gift cards returned.

The requestor is responsible for the face value of the card if it is lost or used for unauthorized purposes.