



Gift Certificate Program

PROGRAM GUIDELINES

- All gift certificates have an expiry date, **DO NOT** honor expired gift certificates.
- Gift Certificates indicate a specific dollar value: purchases cannot exceed the value of the gift certificate. Total value must include G.S.T. If a purchase exceeds the value of the certificate, the customer can pay the balance personally. **No Cash** refunds should be made if the purchase does not equal the total value of the certificate. **No Credits** for unused amounts of the certificate should be honored.
- Employee's identification card must be presented to you at the time of purchase.
- Vendors that are *non-members* of the Fort McMurray Chamber of Commerce will pay a \$5.00 handling fee for *each gift* certificate submitted for reimbursement.
- Please ensure that all of your staff is aware of and familiar with the program.

PROCESS FOR REIMBURSEMENT TO VENDORS FOR GIFT CERTIFICATE:

You must return the following for reimbursement.

The original Gift Certificate (we cannot reimburse you from a photocopy), which has been:

- ① Signed by the Employee.
- ② Signed by the Vendor, including the Vendor's Company Name <either hand-written or a company stamp>.
- ③ Dated with the date the purchase was made.
- ④ Invoice the Fort McMurray Chamber of Commerce. <Ensure your company name is indicated on your invoice, we have received several invoices without a company name and this will delay your payment>.
- ⑤ Billing is to be made directly to the Fort McMurray Chamber of Commerce at: #304, 9612 Franklin Avenue, Fort McMurray, AB T9H 2J9 <please **DO NOT** submit your gift certificates to Syncrude directly >.

HELPFUL HINTS

- ★ Gift Certificates have CASH VALUE and we urge you to send them via A SECURED COURIER OR HAND DELIVER THEM to our office for REIMBURSEMENT. **WE DO NOT ACCEPT LIABILITY FOR LOST CERTIFICATES.**
- ★ We cannot reimburse you from photocopies – we must have the **ORIGINAL CERTIFICATE.**
- ★ Please print off this page and provide a copy to all your staff to ensure that they are familiar with the Program Guidelines and reimbursement procedure.
- ★ In order for us to track certificates we require the number - it is advisable to keep a photo copy of the gift certificate for your files.