

PATHWAYS ABILITIES SOCIETY

PROCEDURE: GIFT EXCHANGE

Applies to: Homes Personnel, Persons Served, Families, Advocates and Caregivers

Original Effective Date: April 28, 2003

Effective Date: January 25, 2013

Replaces Procedure Dated: September 12, 2011

1. The supervisor approves all gift expenditures.
2. Purchases to occur as per the event.
3. Purchases are tracked as per the Person's Served Finances policy.