

## Downtown Staunton Gift Card Merchant Instructions



### Receiving

Check the Gift Card expiration date.  
Accept as cash or check and give change, as needed.  
Do not run a rollover balance on the cards.

### Reimbursement

Bundle used cards by placing them in an envelope.  
Write the name of your business on the envelope.  
Do not write directly on the card, as they are recyclable.  
Bring the used Gift Cards to the SDDA Office and we will reimburse you with a check the following week.

### Security

Please educate your employees.  
Keep used Gift Cards in your register, like cash.  
Always return used Gift Cards to the SDDA Office.

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