

SOP Template: Gift Tagging and Receipt Attachment

Instructions

This SOP provides detailed **gift tagging and receipt attachment instructions** to ensure accurate tracking and documentation of gifts. It includes guidelines for properly tagging gifts with identifying information, attaching receipts securely, and maintaining organized records for accountability. Following these instructions helps streamline inventory management, supports audit requirements, and improves overall operational efficiency in gift handling processes.

1. Purpose

To establish standardized procedures for tagging gifts and attaching receipts to maintain accurate records and support inventory oversight.

2. Scope

Applicable to all personnel involved in the receipt, processing, and management of gifts within the organization.

3. Definitions

Term	Definition
Gift Tag	A label attached to a gift containing identifying information.
Receipt	Proof of purchase or donation for the corresponding gift.
Inventory Log	Record of all gifts, including tags and receipt details.

4. Responsibilities

- **Gift Handler:** Tag gifts, attach receipts, and record information accurately.
- **Supervisor:** Oversee proper implementation and compliance with SOP.
- **Records Custodian:** Maintain organized inventory logs and receipt archives.

5. Procedure

5.1 Gift Tagging

1. Upon receiving the gift, inspect and verify against accompanying documentation.
2. Prepare a gift tag with the following details:
 - Gift ID (unique identifier)
 - Date received
 - Recipient (if applicable)
 - Description of gift (type, quantity, etc.)
3. Attach the tag securely to the gift using string, adhesive, or another appropriate method.
4. Ensure tags are clearly visible and not easily misplaced or removed.

5.2 Receipt Attachment

1. Obtain the receipt corresponding to each gift.
2. Place the receipt in a clear, sealable envelope or pouch.
3. Attach the envelope/pouch securely to the gift or store in a designated receipts file if attachment is impractical.

4. Ensure the receipt is easily retrievable for reference and audit purposes.

5.3 Record Keeping

1. Enter relevant gift and receipt information into the inventory log:
- Gift ID
 - Description
 - Recipient
 - Date received
 - Receipt number or reference
2. Store inventory logs in a centralized, secure location, both digitally and physically if required.

6. Compliance and Audit

- Regularly review gift tags and attached receipts for completeness and accuracy.
- Ensure adherence to this SOP during internal or external audits.
- Report any discrepancies to management immediately.

7. Document Control

Version	Date	Revised by	Change Description
1.0	2024-06-30	SOP Administrator	Initial release

Note: All staff must be trained on this SOP prior to handling gifts. For questions or clarifications, contact the SOP administrator.