

Edinboro Gift Certificate Program



What They Are:

The Edinboro Community and Economic Development (ECED) committee offers Edinboro-area gift certificates which others can purchase and either use themselves or gift to others. The gift certificates have NO COST to any businesses who choose to participate, and this program will not conflict with any other gift certificates the business may currently offer. This program is open to any businesses with a physical location in the General McLane School District. If you are interested in accepting these Gift Certificates at your business location, please fill out the attached application/agreement form and return to the Borough office at 124 Meadville St.

How They Work:

- After purchasing/receiving a gift certificate, others can go to any of the participating vendors (listed on the ECED website www.visitedinboropa.com) and use as if it were cash.
- The gift certificates are to be used in full and you CANNOT carry a balance or receive cash back.
 - Therefore, you must use the full amount of the gift certificate when using at a participating location.
- Because the full amount of the certificate must be redeemed at once, gift certificates are only sold in two amounts, \$10 or \$25. Multiple certificates can be purchased to add up to a larger amount.
- The business who receives the gift certificate as a form of payment is to take it as if it were cash.
 - After receiving gift certificates, business owners can either drop off or mail to the Borough office at 124 Meadville St.
 - The ECED will provide reimbursement within 5 working days.
- Businesses are to only accept the BOTTOM perforated slip as a form of payment.

How to Purchase:

- Online on our website, www.visitedinboropa.com/gift
- At the Borough office, 124 Meadville St. (in person or through the mail)

Questions?

Jason Spangenberg

Borough of Edinboro

Finance Director

jspangenberg@edinboro.net

814-734-1812 x 123



Edinboro Gift Certificate Program Business Application & Agreement

If you choose to participate, you will accept the gift certificates at your business. They shall be accepted from the customer as if they are cash. Gift certificates must be redeemed for their full amount in one transaction, and no change shall be given to the customer.

Each business will be responsible for ensuring all employees are aware of the program and know how to process the gift certificates as payment.

The Borough of Edinboro office staff will handle the sale of the certificates to the consumer. Borough staff must stamp the certificate at time of sale with the ECED logo to validate the use of the certificate. **Certificates without this stamp should not be accepted by the business.**

The ECED will accept gift certificate reimbursement requests weekly, with reimbursement provided within 5 working days. Businesses shall submit reimbursement requests to the Borough of Edinboro office staff. Businesses must write their business name and signature on the appropriate lines on the gift certificates in order to receive reimbursement.

The gift certificates do not have an expiration date.

Neither the business nor the ECED will be responsible for lost or stolen certificates.

There is ABSOLUTELY NO COST to any business who chooses to participate, and this program will not conflict with any gift certificates the business may currently offer.

X _____

Signature of participant

Date

Name of Business: _____

Business Address: _____

Owner/Contact Name: _____

Phone Number: _____

Email Address: _____