Research Incentive Gift Card

Policy and Procedure
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Research Incentive Gift Card Policy and Procedure

Policy: A Research Incentive Gift Card is used solely for the payment of incentive or reimbursement of costs to participants in sponsored research programs as well as reporting all payments made in accordance with the OUHSC policy.

Purpose: The Research Incentive Gift Card policy and procedure is intended:

- To ensure only participants relating to sponsored programs are receiving a gift card
- To ensure all gift cards are reported in accordance with the OUHSC policy

Scope: Finance, Grants and Contracts Accounting, Purchasing, Accounts Payable
Research Incentive Gift Card Procedure

All PI’s must work with the Finance Grant Administration staff prior to requesting a gift card. The Grant Administration staff may request this for the PI, with the PI’s assistance.

General

1. Research incentive gift cards should be used solely for the payment of incentives or reimbursement of costs to participants in sponsored research programs conducted under the direction of the Health Sciences Center. The procedures below provide a uniform and systematic method in the maintenance of research incentive gift cards administered through the sponsored programs (SPNSR) fund.

Request for Research Incentive Gift Cards

1. An email request from the Principal Investigator for the purchase of research incentive gift cards must be submitted for prior approval to the PROCARD ADMINISTRATION (HSC) mailbox. The request for the gift cards must contain the following information:
   - Sponsored research program (project number) to be used as the source of funding.
   - IRB number (this will be verified with the IRB Office).
   - Justification or reason(s) for the gift cards.
   - The number of cards requested, the denomination of cards requested, and the methodology used in determining the amount requested.
   - Name of the responsible party (custodian) for maintaining the gift cards.
   - Name of Merchant gift card is to be purchased from.
2. In addition, all gift card holders must have a copy of their departmental policies and procedures on file with Internal Audit. These can be submitted as an attachment when the gift card request is sent to Procard Administration. All requests for research incentive gift card purchases will be approved by Grants and Contracts Accounting and the Controller’s Office prior to being allowed.

Restrictions/Limitations

1. Research incentive gift card purchases will not exceed $1500 at any one time. Exceptions may be approved by the Assistant Controller of Grants and Contracts Accounting on a case-by-case basis.
2. Research incentive gift cards must be secured within the department or at the site research is being conducted.
3. Distribution of research incentive gift cards is restricted to the payment of incentives or reimbursement of costs to participants in the sponsored research program.
4. Research incentive gift cards should not be co-mingled with gift cards purchased for other awards.
5. Research incentive gift cards are subject to audit by Internal Auditing.
6. Any remaining gift cards at the end of the project period must be credited back to the award.

**Purchase of Research Incentive Gift Cards**
1. Wal-Mart gift cards must be purchased using a University pcard. The exception number received from the Pcard Admin team should be documented in the comment box during the monthly reconciliation. All other gift cards must be purchased by submitting a voucher through Accounts Payable. **Note:** Simon gift card purchases have additional fees per card and decrease in value after one year of inactivity.

**Maintenance of Research Incentive Gift Cards**
1. Initiation of gift card maintenance will begin with the receipt of the research incentive gift cards. Gift cards received should be kept in a secure location, i.e., safe, locked desk, etc. Evidence of disbursements should be retained and kept with the gift cards. A participant list should be maintained and contain the following information:
   - Participant Gift Card #, Gift Card Amount, Participant Signature, Date Received

**Remaining Gift Cards at End of the Budget Year or Project Period**
1. At the end of the award year, Grants and Contracts personnel will contact the Principal Investigator and/or contact for the award to start the final report preparation. During this preparation the GCA Accountant will need to verify that no research incentive gift cards remain in inventory. If there is a continuing year of the award, then the cards can be moved to the next year of the award by preparing a cost transfer and sending it to the Grants and Contracts Accounting Mailbox for processing. If there is no continuing year, then all cards left in inventory must be credited back to the award.

**Note:** If your award ends on June 30, then all gift cards must be **distributed** (not purchased) by that date.

**Receipt of Gift Cards**
1. When gift cards are received, each will be logged into a spreadsheet. The PI will be required to sign off on the spreadsheet at the time they pick up the gift cards, for receipt verification of said gift cards. This signed verification will be kept filed in the key file for the corresponding grant.

**Department Reporting**
1. Departments must collect the data as follows and forward to Accounts Payable via e-mail to the AP-Management group mailbox as frequently as monthly but no less than quarterly. The quarterly reports are due no more than two weeks after the end of each quarter.
2. Individual payments less than $50 and cumulative payments not expected to exceed more than $500 for the calendar year. – Information is retained in the department with no tax information reporting supplied to Accounts Payable.

3. The Finance Grant Administration staff will supply the PI with a log for each participant to sign, corresponding with the gift card they receive. The PI will provide the Finance Grant Administration a copy of this log, when completed, to keep in the key file for the corresponding grant.

4. Individual payment of $50 (or more) or cumulative payments expected to exceed more than $500 for the calendar year. – A Participant Payment Request Form must be completed one time per calendar year for each participant that falls in this category. These forms are retained by the department with the payment information entered into a Participant Log spreadsheet to be forwarded to Accounts Payable as indicated in this policy.

5. The Participant Payment Request Form can be found at: http://www.ouhsc.edu/financialservices/documents/AP_forms/Participant%20Payment%20Request.pdf

6. The Participant Log can be found at: http://www.ouhsc.edu/financialservices/forms/default.asp?UserSearchString=accounts+payable&optAll=1 - (click on Participant Log)

7. The PI will provide the Finance Grant Administration a copy of each participant’s log filled out as well as the participant log required to be submitted to the Accounts Payable department no less than on a quarterly basis. This will then be filed in the corresponding grant key file.

**Revision History:**

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<tr>
<th>Revision</th>
<th>Effective Date</th>
<th>Description of Changes</th>
<th>Requested By</th>
<th>Approved By</th>
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<td>1.0</td>
<td>9/1/2011</td>
<td>Initial Release</td>
<td>Jennifer Jones</td>
<td>Assistant Dean of Finance and Administration</td>
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<tr>
<td>1.0</td>
<td>4/8/2014</td>
<td>Reviewed and no changes needed.</td>
<td>Sandra Fix</td>
<td>Assistant Dean of Finance and Administration</td>
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