

## **RESEARCH INCENTIVE GIFT CARDS**

### **General**

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**

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:

1. Sponsored research program (project number) to be used as the source of funding.
2. IRB number (this will be verified with the IRB Office).
3. Justification or reason(s) for the gift cards.
4. The number of cards requested, the denomination of cards requested, and the methodology used in determining the amount requested.
5. Name of the responsible party (custodian) for maintaining the gift cards.

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**

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**

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
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**Note:** The participant must sign that they have received the gift card. If obtaining a direct signature is not possible, then you must discuss compensating controls with Internal Audit.

## **Remaining Gift Cards at End of the Budget Year or Project Period**

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.