

# GIFT CARD PROCESS

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1. Requesting Department advises Procurement that they would like to purchase gift cards for the purpose of research, study, or other related activities for their program.
2. (PI) Sponsored Programs (53 accounts) or Department (non 53-accounts) completes and submits a research incentive payment request form. PI/Department then forwards to the appropriate Grant Accountant/Fiscal Officer for verification of funding and signature, who then will forward to Office of Sponsored Programs/BFS for signature.
3. Once form is signed and approved, the department submits a requisition to Amazon (VEN ID 24649-0) for \$10,001 (so that it stops in Procurement), with the payment request form attached. Requisition is to be coded with object code 6710 – Research/Study/Incentive Payments.
4. Provide Procurement with the Doc#, so they can follow work flow.
5. Once it is in Purchasing Agent, Procurement will complete process and generate PO.
6. Purchasing will immediately cancel both the Req and PO, but keep PDF copies of both.
7. The gift cards are then ordered through Amazon – the PO number will be put on the Amazon Order for tracking purposes.
8. The gift cards are shipped to Procurement and Procurement will notify the department when they are available.
9. The department member who retrieves the cards, will sign the Amazon Gift Card Incentive Pick-Up Form.

*NOTE: The person responsible for the purchasing of gift cards is responsible for providing Procurement with the “Gift Card Participation Disbursement Log” (attached). Procurement will send the list to Payroll to ensure that incentives relating to research, survey and other related activities follow university and IRS guidelines. The University must report incentive payments to the IRS for non-employees that total more than \$600 to an individual in one calendar year. Payments will be reported on Form 1099-MISC.*

10. Procurement will reallocate the transaction based on the account information on the submitted payment request form and attach the payment request form, cancelled PO, cancelled Req, and any email communications from the department.
11. Procurement will then send an email to the Fiscal Officer or whomever has been communicating with Procurement regarding the KFS doc # for the transaction.