Office of Research Services	SOP: Gift card Policy and Process
Updated: February 2023	CON ORS 004

Purpose: The purpose of this procedure (SOP) is to provide implantation guidelines for the University of Tennessee Gift Card Policy <u>http://policy.tennessee.edu/fiscal_policy/fi0313/</u>

Abbreviations	Current ORS Personnel
CON: College of Nursing	Associate Dean of Research: Dr. Tami Wyatt
ORS: Office of Research Services	Director, Research Services: Nancy Taylor
ADR: Associate Dean for Research	Administrative Specialist: Holly Hauck
PI: Principle Investigator	
ORF: Order Request Form	

Introduction: Using gift cards as incentives or awards for externally funded sponsored project participants must be described in the grant proposal.

- All requests for gift card purchase must have Institutional Review Board approval prior to the purchase.
- All gift cards must be approved by the ORS prior to the purchase.
- If the gift card was not described in the grant proposal, the purchase of a gift card on a sponsored project requires prior written approval from the sponsor.
 All Purchases for gift cards MUST be Pre-Approved by the Chief Business Office (CBO)

I. Gift Card Purchasing Procedure

- 1. Request Gift Cards Online
 - a. <u>UTK Budget and Finance | Form Central</u>
 - 1. Request no more than 3 months of cards at a time
 - 2. If requesting CBO to purchase Amazon gift cards this will be done after submission is approved
 - b. Make sure to attach IRB approval outcome letter
 - c. Add project R# to form
 - d. Online form will automatically come to ORS for approval first
 - e. UTK CON Gift Card Tracking Participant Log
- 2. PI purchases gift cards via petty cash or through CBO for Amazon
 - a. PI can also direct bill through the UT Bookstore
 - b. We strongly recommend you only purchase the amount of gift cards you need right away to prevent unused gift cards at the end of the grant.
- 3. PI provides Finance and Administration office with a Petty Cash Reimbursement form, all receipts from the gift card purchase and the CBO approval form.
- 4. All cards must be used prior to end of grant. Any un-used gift cards are to be returned to the ORS

NOTE ***** Sponsored projects CANNOT be charged for unused gift cards

II. Paying for Gift Cards

- 1. Gift cards may be purchased by a researcher and reimbursed through petty cash.
 - a. F&A requires a minimum of 7 days for turnaround

Office of Research Services	SOP: Gift card Policy and Process
Updated: February 2023	CON ORS 004

- b. The PI may purchase gift cards, using the petty cash process, only after IRB, ORS and CB approval.
- 2. CBO can purchase Amazon gift cards and can be requested after approval comes through
- 3. Bookstore can do a direct bill to the research grant

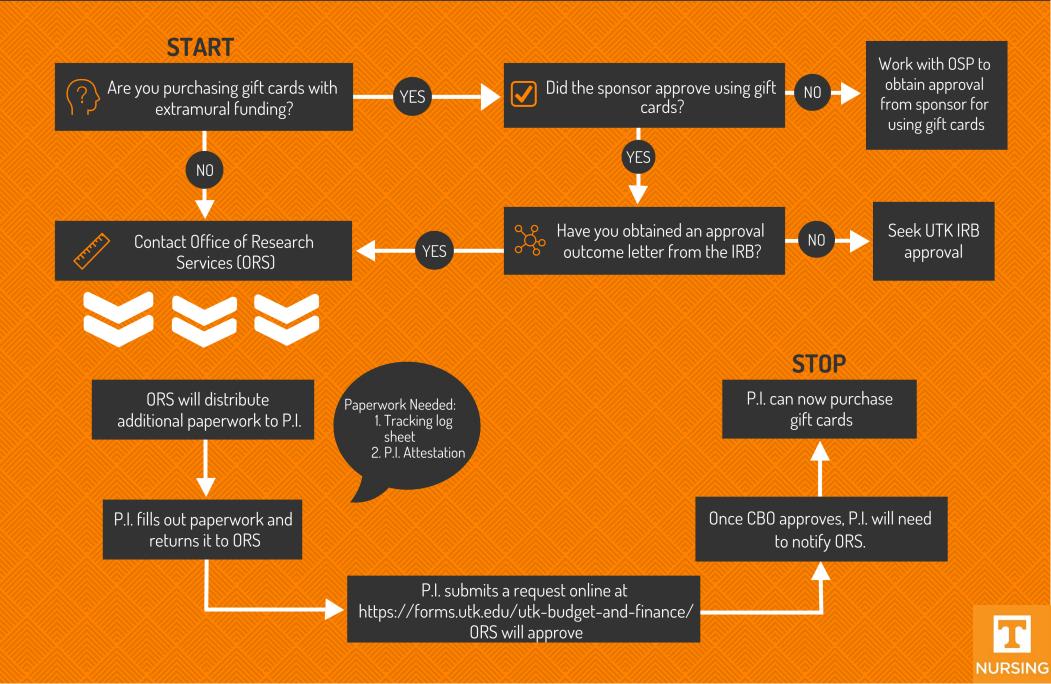
NOTE *** Procurement cards CANNOT be used for the purchasing of gift cards.

III. Forms Required for Approval

- PI Gift Card Policy Adherence Attestation
- Gift Cart Online Request Form
- UTK College of Nursing Gift Card Tracking Participant Log

At the end of each Fiscal Year you must provide a list of unused Gift Cards for UTK internal audit.

GIFT CARD FLOW CHART



40