Purpose: The purpose of this procedure (SOP) is to provide implantation guidelines for the University of Tennessee Gift Card Policy [http://policy.tennessee.edu/fiscal_policy/fin0313/](http://policy.tennessee.edu/fiscal_policy/fin0313/)

<table>
<thead>
<tr>
<th>Abbreviations</th>
<th>Current CON Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>CON: College of Nursing</td>
<td>Associate Dean for Research (ADR): Dr. Tami Wyatt</td>
</tr>
<tr>
<td>ORS: Office of Research Services</td>
<td>Director, Research Services: Nancy Taylor</td>
</tr>
<tr>
<td>ADR: Associate Dean for Research</td>
<td>Research Information Specialist: Diane Carr</td>
</tr>
<tr>
<td>PI: Principle Investigator</td>
<td></td>
</tr>
<tr>
<td>ORF: Order Request Form</td>
<td></td>
</tr>
</tbody>
</table>

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**

I. Gift Card Purchasing Procedure

1. PI fills out ORF online [http://nursing.utk.edu/finance-administration/order-request-form-orf/](http://nursing.utk.edu/finance-administration/order-request-form-orf/)

2. Accounting Specialist will contact PI and provide 3 forms
   a. Gift Card Request form (Fin0313)
   b. PI Gift Card Policy Adherence Attestation
   c. UTK CON Gift Card Tracking Participant Log

3. PI Completes the Gift Card Request form and PI Attestation and returns them to Accounting Specialist in the ORS
   a. If there are Human Subjects involved, you must also provide a copy of the approved outcome letter provided by the UTK IRB.

4. ORS then routes forms to CBO for approval

5. PI will be notified by the ORS once request is approved

6. PI purchases gift cards via petty cash or after picking up the check
   a. PI can also direct bill through the UT Bookstore
   b. Checks must be picked up by the faculty investigator and are only valid for Walmart Gift Cards

7. PI provides Accounting Specialist with all receipts from the gift card purchase and the tracking log
   a. Logs must be submitted to Accounting Specialist at the end of each month until all cards are distributed

8. 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. ORS requires a minimum of 7 days for turnaround
   b. The PI may purchase gift cards, using the petty cash process, only after IRB, ORS and CBO approval.

2. Gift cards may be purchased with an invoice through the request of a check
   a. ORA requires a minimum of 5 weeks for turnaround

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

- Submit the Order Request Form online; [http://nursing.utk.edu/finance-administration/order-request-form-orf/](http://nursing.utk.edu/finance-administration/order-request-form-orf/)
- PI Gift Card Policy Adherence Attestation
- Gift Cart Request Form (F10313)
- If requesting a check in advance: use the T29 form
- UTK College of Nursing Gift Card Tracking Participant Log
Gift Card Flow Chart

Start

Are you purchasing gift cards with extramural funding?
Yes: Did the sponsor approve using gift cards?
No: Order Form Request is found online
   http://nursing.utk.edu/finance-administration/order-request-form-orf/

Did the sponsor approve using gift cards?
Yes: Have you obtained an approval outcome letter from the IRB?
No: Seek UTK IRB approval

Have you obtained an approval outcome letter from the IRB?
Yes: Submit online Order Form Request (ORF)
No: Seek UTK IRB approval

Submission prompts cycle below

Stop

P.I. can now purchase gift cards

Office of Research Services will receive ORF and distribute additional paperwork to P.I.

P.I. fills out paperwork and returns to Accounting Specialist

P.I. will be notified by Accounting Specialist

Once CBO approves, Accounting Specialist will route paperwork to CBO for approval

Paperwork Needed:
1. F10313
2. P.I. Attestation