

Office of Research Services	SOP: Gift card Policy and Process
Updated: August 2021	CON ORS 004

**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/fi0313/](http://policy.tennessee.edu/fiscal_policy/fi0313/)

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

**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. PI fills out ORF online <http://nursing.utk.edu/finance-administration/order-request-form-orf/>
2. Research Information Specialist will contact PI and provide 3 forms
  - a. Gift Card Online Request [UTK – Budget and Finance | Form Central](#)
    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. 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 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. 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.
5. PI provides Finance and Administration office with a Petty Cash Reimbursement form, all receipts from the gift card purchase and the CBO approval form.
6. 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

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## 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
  - 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 Card 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

