

# Participant Gift Card Request Form

Completion of the following form outlines the process that will be used to ensure proper stewardship of gift cards for participants.

**Chartfield:**

_____	_____	_____	_____	_____	_____	_____
Fund	ORG	Function	Entity	Source	Purpose	Project

**IRB # (if required):**

**Name, purpose, and short description of study:**

**Number of, denomination, and vendor for gift cards being requested (please include methodology used to determine denomination).**

**Expected timeline for dispensing gift cards:**

**Procedures for recording, storing, safeguarding, and disseminating the gift cards (provide names of individuals with access, forms used and locations, e.g., safe/locked cabinet/safe).**

**I understand the Policy requirement to limit gift card payments to US Citizens only. Resident and non-resident aliens must be paid via voucher.**

Yes       No

Procedures for ensuring gift card recipients are NOT resident aliens or nonresident aliens, in accordance with Participant Gift Card Policy and IRS tax compliance requirements (i.e., forms, tools, or other methods used to verify residency information).

For gift cards above the tax reporting threshold (individual payments above \$300 or cumulative payments expected to be above \$1,600), are you collecting participant social security numbers?

Yes       No

Please list your procedures for collecting participant social security numbers.

Name of responsible custodian of the cards and all persons with access to the gift cards.

Procedure and person(s) responsible for reconciling the gift cards (provide names and forms used if not using the participant log provided).

Procedures for unused gift cards.

***Note: Upon expiration of the study, the expense for any unused gift cards that remain on SPNSR/SP490 projects must be transferred off the project and onto a non-sponsored chartfield.***

By signing this form, I confirm that the above outlined process will be applied to the participant gift cards requested and that I have read the University's Participant Incentive Gift Card Policy and Participant Reporting Guidelines.

<https://financialservices.ouhsc.edu/Policies-and-Procedures/participant-incentive-gift-cards>

<https://www.ouhsc.edu/policy/#19931991-section-557---participant-payment-policy>

<https://financialservices.ouhsc.edu/Forms/participant-log>

<https://financialservices.ouhsc.edu/Forms/participant-log-instructionsexample>

\_\_\_\_\_  
Pcard Holder's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Custodian's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date