Gift Cards

Objective: To request gift cards in the Research Participant Payments (RPP) module in myUFL.

Payment Type Overview:

- Gift cards are preloaded, vendor specific, and available for single use (non-reloadable).
- Cost Analysis offers gift cards from several University of Florida approved vendors as physical (plastic) cards and electronic gift cards.
- In addition to recording the payment on the RPP Payment Log in myUFL, the study team will need to keep a record of gift cards issued. This can be accomplished with a receipt or log that includes the participant's name, signature, gift card number, and date of issuance.
- Any unused plastic gift cards must be returned to Cost Analysis **within 60 days** of IRB protocol expiration date or conclusion of the study, whichever comes first. Returned gift cards will be refunded to the original funding source.

- **Note**: Electronic gift cards are **refundable,** however, submission of an additional form is required to ensure electronic cards have not been distributed to participants and remain active an unused.
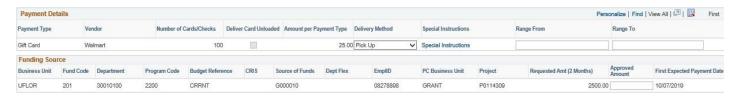
To request this payment type, perform the following steps:

In the **Payment Details** section:

1. From the drop-down menu, select **Gift Card** as the **Payment Type.**
2. Select the **Vendor** from the drop-down menu**.**
3. Enter the quantity of cards being requested in the **Number of Cards/Checks** field.
4. The **Deliver Card Unloaded** box will automatically be unchecked.
5. Enter the **Amount per Payment Type**. This will be the preloaded dollar value assigned to each gift card.
6. From the drop-down menu, choose the **Delivery Method**.

Note: Gift cards must be picked up from Cost Analysis.

7. Enter notes in the **Special Instructions** field if needed.

Payment Details									Personalize | Find | View All | 🔲 | 📷	First
Payment Type	Vendor	Number of Cards/Checks	Deliver Card Unloaded	Amount per Payment Type	Delivery Method	Special Instructions	Range From	Range To		
Gift Card	Walmart	100	☐	25.00	Pick Up	Special Instructions				

Funding Source													
Business Unit	Fund Code	Department	Program Code	Budget Reference	CRIS	Source of Funds	Dept Flex	EmplID	PC Business Unit	Project	Requested Amt (2 Months)	Approved Amount	First Expected Payment Date
UFLOR	201	30010100	2200	CRRNT		G000010		08278898	GRANT	P0114309	2500.00		10/07/2019

8. Enter the **Funding Source** information from left to right. The following fields are required:
   - Business Unit (UFLOR)
   - Fund Code
   - Department
   - Program Code
   - Budget Reference
   - Requested Amount (2 Months)
   - First Expected Payment Date

Note: The value entered in the **Requested Amount (2 Months)** field must equal the dollar value of the gift cards being requested. (e.g. 100 Walmart gift cards at $25 each = $2500.00)

The following fields may be required depending on the fund chosen or may be entered optionally into the **Funding Source** information:

 a. CRIS
 b. Source of Funds
 c. Dept Flex
 d. EmplID – Used when an employee is associated with the account (for example, a returned overhead account)
 e. PC Business Unit (GRANT is required when entering a project number)
 f. Project Number

9. To submit the Study Fund Request, scroll to the top of the page and click the **Submit for Approval** button. A message displays asking you to confirm you want to submit the request.

10. Click **Yes**. The Study Fund Request is submitted into workflow and forwarded to your department approver for review and approval. The status of the request is set to "Submitted."

List of Current Gift Card Vendors:

Vendor Name	Electronic Option (Y or N)
Walmart	Y
Subway	Y
Target	N
Starbucks	Y
Publix	N
Amazon	Y
UF Bookstore	N
Winn Dixie	N
CVS	N
Lowes	N

Please contact Cost Analysis at hsp@admin.ufl.edu if none of these vendors will suit the needs of your study.