

# How to Submit a Request for a Gift Card Program

Use this Step-by-Step guide to create and submit a request for a **new gift card program**. Gift Cards are commonly used for study subject compensation, survey incentives, recognition, and honoraria.



**Tip:** Submit your request in a timely fashion. **Allow up to 2 weeks for processing.**



**Is this request for Study Subject Payments?**


**Will they be receiving over \$100 in a Single Payment?**

Study Subject Payment (SSP) Process is recommended if an individual will be receiving a single payment of over \$100 (for tax reporting and risk management purposes.)

Example: SSP for \$150 payment instead of \$150 gift card

## Step 1: Download & Complete the Gift Card Authorization Request

- I. **Download & Complete the [Gift Card Authorization Request](#)** located on the Procurement Service Center website.
- II. **Fill out the form – Steps shown below:**
  - a. For a new request – check the ‘Create New Gift Card Program’ box shown below:

 <b>University of Colorado</b> <small>Boulder   Colorado Springs   Denver   Anschutz Medical Campus</small> <b>Procurement Service Center (PSC)</b>		<i>Effective Date: 02/01/2015</i>	
<b>Gift Card Authorization Request (GC)</b>			
<b>Purpose:</b> Used to request the establishment or modification of a gift card program, and to accept custody of that program. For guidance, see the PSC Procedural Statement Gift Cards and, as appropriate, the PSC Procedural Statements Recognition & Training or Study Subject Payments.			
<b>Action Requested:</b>		<b>Controller Office Use Only:</b>	
<input checked="" type="checkbox"/> Create New Gift Card Program <b>OR</b>		<input type="checkbox"/> Close Gift Card Program	
<input type="checkbox"/> Change SpeedType		<input type="checkbox"/> Change Location	
<input type="checkbox"/> Change Amount		<input type="checkbox"/> Change Custodian	
		Date / Initials: _____	

- b. Enter program information requested under the section: ‘To Establish a New Gift Card Program.’ (Fill in all the requested information/sections.)

To Establish a New Gift Card Program			
Organizational Unit Name:	Department/Division Name	Custodian Name:	First & Last Name
		Custodian Employee ID #:	<u>CU Employee ID #</u>
		Custodian Phone:	Phone #
		Custodian Email:	Work Email Address
		Custodian Campus Box:	Campus Mail Box #
Exact address where cards will be located:	Location where cards will be stored. (Address, Building, Room #, etc.)		

Purpose of Gift Card Program:	Detailed purpose for the gift cards		SpeedType:	Speedtype	ACCOUNT CODES: 495102 550105 550106 550108
Card Type (ex: Target):	Type(s) of card(s)		Account:	Select account code(s) from drop down menu	
Card Denominations:	Dollar amount(s) of Gift Cards		Account:		
Average # of cards dispensed per week:	# Per week		<input type="checkbox"/> Other account than those listed above	Account:	
Period of time over which cards will be purchased & distributed:			Total \$ amount of cards to be purchased:	Total \$ Amt for GC Program	
Start Date:	Date	End Date:	Date	Maximum \$ amount per individual per calendar year:	Total \$ Amt a person receiving gift card(s) could receive in a calendar year

c. Check the boxes below with the specifics of your gift card program:

Will any of the recipients be non-resident aliens?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
Will this be used for study subject payments?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If used for study subject payments: What is the type of protocol? <input type="checkbox"/> Exempt (Anonymous) <input type="checkbox"/> Expedited (Minimally Invasive) <input type="checkbox"/> Full-Board (Invasive)			

d. **Ignore** the 'To Modify an Existing Program' section of the form since you are creating a new program. See the guide: 'Making Changes to an Existing Gift Card Program' for more information.

- e. Obtain signatures from the Custodian & Organizational Unit Authorized
- Organizational Unit Authorizing Signature – should be from Manager or Approver listed on the Speedtype of the requested program.



**TIP:** If signature is hard to read, have the person signing print their name next to the signature.

## Step 2: Supporting Documentation & Sending in the completed form

- a) Supporting documentation is required to process a gift card program. See the 'Supporting Documentation Guide' for more detailed information on the items below:
- Purpose for the gift cards (Required for all requests)
  - Internal Controls Document (Required for all requests)
  - COMIRB Approval (If for Study Subjects)
  - HR Recognition Program (If for University Employees)
- b) Send the completed form & supporting documentation to [PCGC@UCDENVER.EDU](mailto:PCGC@UCDENVER.EDU)

## Step 3: Address Questions & Wait for Approval before purchasing cards

The Finance Office will review requests as they are received. Any questions will be sent to the requestor from [pcgc@ucdenver.edu](mailto:pcgc@ucdenver.edu). Once all questions are answered we will route the form for the additional necessary approval and signatures. Wait for approval before purchasing cards.

## Relevant Policies & Procedures:

- ❖ [PSC Procedural Statement: Gift Cards \(GC\)](#)
- ❖ [PSC Procedural Statement: Recognition and Training](#)
- ❖ [PSC Procedural Statement: Sensitive Expenses](#)
- ❖ [PSC Procedural Statement: Study Subject Payments](#)
- ❖ [Administrative Policy Statement \(APS\) Propriety of Expenses](#)