The Gift Card Research Study Payments – Page 1 of 2

The Gift Card System is the preferred method for acquiring gift cards. However, cash that is acquired by cashing a Working Fund (WF) check or a check processed through Accounts Payable (AP) may be used to purchase gift cards.

---of---

The check can be made payable to the vendor and used to purchase the gift cards directly from the vendor.

Important Note:

The purpose of this diagram is to provide a brief outline of how to pay research study participants. All departments are responsible for adhering to Policy VIII-99.00 (B): Research Study Participant Payments, and to follow the instructions and guidelines described in Financial Services Standard Operating Procedure No. 3706: Research Study Participants Payments.

Working Fund debits Account 4862 – Study Participant Pay Imprest

The Department submits a journal entry to transfer payments to participants from Account 4862 to Account 3125 – Participant Study Pay Group. This journal entry is done at least monthly and 4862 must be cleared at the end of the project. Any undistributed gift cards must be transferred to another project or purchased with non UMB funds. If transferred to another project, submit a journal entry to transfer from one project Account 4862 to the other project Account 4862. If purchased with non UMB funds, deposit the non UMB funds at the Cashier's Office to Account 4862. Undistributed gift cards purchased through the Gift Card System (GCS) are eligible for buyback upon approval.

**Working Fund Method**

1. Department receives authorization from the grant/contract authorizing research study participant payments.

2. Complete the Study Participant Payments Working Fund Request (SPPWFR)

3. Attach supporting documentation and send to Working Fund

4. Is the form and documentation complete and accurate?

   **NO**

   Return to Department

   **YES**

5. Working Fund approves request and notifies department.

6. Designated person purchases/picks up gift cards and returns gift cards to the department.

7. A different person counts the gift cards, records the amount on the log, signs, and dates the log.

8. Gift cards are stored in safe or locked drawer with restricted access.

9. Department demonstrates payments to valid recipients by completing Study Participant Log for each disbursement.

10. See Monthly Requirements.

11. Study Ends. See End of Study Requirements

May 16, 2016
The cash used to purchase gift cards is acquired by cashing either a Working Fund (WF) check, or a check received from the State that was processed through Accounts Payable (AP).

---or---

The check can be made payable to the vendor and used to purchase the gift cards directly from the vendor.

**Important Note:**

The purpose of this diagram is to provide a brief outline of how to pay research study participants. All departments are responsible for adhering to Policy VIII-99.00 (B): Research Study Participant Payments and to follow the instructions and guidelines described in Financial Services Standard Operating Procedure No. 3706: Research Study Participants Payments.

Accounts Payable debits Account 4862 – Study Participant Pay Imprest

The Department submits a journal entry to transfer payments to participants from Account 4862 to Account 3125 – Participant Study Pay Group. This journal entry is done at least monthly and 4862 must be cleared at the end of the project. Any undistributed gift cards must be transferred to another project or purchased with non UMB funds. If transferred to another project, submit a journal entry to transfer from one project Account 4862 to the other project Account 4862. If purchased with non UMB funds, deposit the non UMB funds at the Cashier’s Office to Account 4862. Undistributed gift cards purchased through the Gift Card System (GCS) are eligible for buyback upon approval.

**Accounts Payable Method**

1. Department receives authorization from the grant/contract authorizing research study participant payments.
2. Complete the e-Z Payment Request Form or PUR02 requisition.
3. Attach supporting documentation and deliver e-Z Payment Request Form to Accounts Payable – The Saratoga Bldg. Room 02-123
4. Is the form and documentation complete and accurate? **NO**
   - Return/Recycle to Department
   - YES
5. Accounts Payable submits request to the State. Allow 3 weeks for payee to receive the check.
6. Designated person purchases gift cards and returns gift cards to the department.
7. A different person counts the gift cards, records the amount on the log, signs, and dates the log.
8. Gift cards are stored in safe or locked drawer with restricted access.
9. Department demonstrates payments to valid recipients by completing Study Participant Log for each disbursement.
10. See Monthly Requirements.
11. Study Ends. See End of Study Requirements

May 16, 2016