The Gift Card System

I. Description

The Gift Card System (GCS) is a web-based application designed for departments to buy gift cards (GCs) to compensate research study participants. Departments may also return unused gift cards that were purchased through the GCS to the GCS inventory (upon approval).

Financial Services – Disbursements and Financial Services – Student Accounting are the central administrative units responsible for the primary functions of the GCS.

II. How the GCS works

A. Two sources of information

1. GCS System
   a) Stores inventory
   b) Used to request Gift Cards

2. Emails
   a) Used as confirmation, receipt
   b) Approval, recycled, cancelled notifications
   c) Gift Card pickup information

III. GCS

A. "Buyers" are the departments requesting gift cards. A person with a UMB User ID can log into the system and request cards.

B. Buyer Menu

1. View Available Gift Card
2. My Pending Request(s)
3. My Recycled Request(s)

C. Disbursements creates the inventory listing in GCS.

D. Buyers submit requests for gift cards through GCS:

1. View Available Gift Card

   ![View Available Gift Card Image]
2. From the inventory list, click to add the gift cards to the shopping cart. Only one project number per order is allowed.

3. Update the quantity needed.

4. Enter the PCBU and Project ID.

5. Upload the 3 required documents:
   a) Study Participant Payments Gift Card Request Form – be sure it is signed by the PI and the Department Administrator
   b) Grant document showing the study number, allowable payment information
   c) RAVEN Transaction Detail report showing the activity in project/account number 4862

6. Complete Alternate Pick-up Information, if desired.
7. Buyer receives an email confirmation:

8. Disbursements reviews/approves/rejects requests using the same requirements and criteria used for current working fund gift card requests per the policy and procedure.

9. Buyers are notified through email when their request is approved and ready for pickup. The buyer and alternate pick-up person (if applicable) receive reminder emails every four days until the cards are picked up.
10. Recycled emails include information needed to correct the request. The buyer has two business days to remedy the order. After two business days the gift cards are released back into the available inventory.

E. Buyers pick up orders at the Cashier’s Office located at:

Health Sciences/Human Services Library
601 W. Lombard Street
Suite 206
Baltimore, MD 21201
Telephone hours: Monday – Friday, 8:00 - 5:00
Walk in hours: Monday – Friday, 8:30 – 3:00

F. Disbursements enters a journal entry to charge the department/project account number 4862.

IV. Special Orders

Email the details of the special order to Disbursements. Disbursements will order the gift cards and notify the department buyer when the order is received. The buyer can request the gift cards using the same procedure as requesting gift cards from existing inventory.

V. Buybacks

Email buyback information to Disbursements. If approved, the department will be notified to take the gift cards to the Cashier’s Office. The Cashier’s Office will provide the department with a receipt.

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