

Confidential/Anonymous Research Subject Gift Card Purchase Waiver Request

Gift Cards are considered the equivalent of cash. By requesting University approval to purchase gift cards for Confidential/Anonymous Research Subjects, I agree to comply with the process outlined in Payments to Research Subjects (page 3) and I agree or acknowledge the following:

- To comply with all University rules, procedures, and policies concerning gifts and awards;
- To safeguard the gift cards by securing them in a locked desk, locked cabinet, or locked safe until they are distributed;
- To reimburse the University for lost or stolen cards;
- To provide a Tax Notice to all confidential/anonymous research subjects so that they are aware of the tax implications of the gift card they receive;
- Extra gift cards can be purchased for ongoing projects or studies (no longer than **90 days**). After **90 days**, they can be considered petty cash or personal purchase. By signing this form, you are agreeing to have the Internal Auditor audit your gift card inventory at least semi-annually for gift cards **NOT** distributed within **90 days**;
- To reimburse the University for the purchase of gift cards determined to be personal purchases;
- To properly code or reallocate purchases of gift cards of \$50 or less that are for confidential/anonymous subjects to account code 72313 “Prizes and Awards – NOT REPORTABLE” (for external purchases) or 72953 “Internal Purchases – Prizes – NOT REPORTABLE” (for internal purchases)'
- To acknowledge that gift cards given to students can be considered Financial Aid. I agree to contact the Financial Aid office to understand the rules regarding gifts and awards to students.

In the event of non-compliance with the above acknowledgements and agreements, your Dean or Director, the Internal Auditor, and Human Resources will be notified and asked to follow-up and take the appropriate actions for compliance.

Title of Approved Research Protocol							
Protocol Number							
Type of IRB Review		Expedited		Exempt		Full Board	
Number of cards purchased		Individual value of each card		Total value of gift cards			
Investigator Printed Name		Signature				Date	
Regulatory Compliance Name		Signature				Date	
Tax Accountant Name		Signature				Date	