



GIFT CARD PROGRAM eFORM

TIPS AND HELPFUL INFORMATION

The Gift Card Program eForm was designed to capture information about each Gift Card Program and its associated activities for the entire duration of the Gift Card Program. The same Gift Card Program eForm ID number should be referenced to request the initial purchase of Gift Cards and all subsequent purchases, if needed. Please provide the following information when you submit a Gift Card Program eForm for approval.

Program Information

Estimated Start and End Dates: Please specify the anticipated start and end dates for the Gift Card Program or activity. The dates should encompass the entire duration of the Gift Card Program or activity taking place within a fiscal year or grant period.

Frequency of Disbursement: If selecting "Other" please detail Gift Card purchases planned throughout the entire duration of the program period in the provided Other Explanation section.

Recipient Information

Approximate Number of Individuals Who Will Receive Gift Cards: Enter the estimated total number of individual who will receive Gift Cards throughout the entire duration of the Gift Card Program.

How is Recipient Determined: Please detail how Gift Cards will be distributed and how much will be distributed. For example, recipients are selected by participants in the study and survey completion.

How Is the Gift Card Amount Determined: Please detail how the Gift Card amount is determined. For example, the Gift Card amount is set based upon the tasks the participant completes and the length of the participation.

Gift Card Details

Source, Retailer Name, Dollar Amount Per Card, Number of Cards, Total Amount of Gift Cards: List the source, retailer name, dollar amount per card, number of cards, and total amount for all Gift Cards to be purchased for the entire duration of the Gift Card Program.

Gift Card purchases using the One Card and Employee Reimbursement (Travel Reports) are unallowable unless approved in advance by the Business Manager.

When the One Card is used to purchase Gift Cards a Gift Card Program eForm must be completed and submitted for approval.

When the One Card is used to purchase Gift Cards a Gift Card Log must be completed and submitted to Accountings@umsl.edu using the secure website link: files.share.umsl.edu.

Gift Card Inventory Justification for Initial and Subsequent Requisitions

Each requisition will maintain up to a maximum Gift Card inventory sufficient to fund a 60 day cycle of payments of \$500, whichever is greater.

To exceed this requirement, provide a Card Inventory Justification on the Gift Card Program eForm.

For each Gift Card Program attach the same approved Gift Card Program eForm to the requisition and subsequent requisitions submitted. The total quantity and amount of all Gift Cards listed on all requisitions should not exceed the total quantity and amount of all Gift Cards listed on the Gift Card Details section of the Gift Card Program eForm.

If there is a need to purchase additional Gift Cards for the same Gift Card Program, consider the current Gift Cards Remaining. Gift Cards should not be comingled between different Gift Card Programs.

It is important to order only the number of Gift Cards that will be used because there is no mechanism for returning Gift Cards that have been purchased but not distributed to subjects.