**RESEARCH PARTICIPANT GIFT CARD**

**BUSINESS PROCESSES**

Gift cards can only be purchased as research participant incentives on C&G funds if they were included in the approved IRB protocol related to the non-sponsored project OR if they were included in the approved budget and IRB protocol for the sponsored project.

**NOTE:** Gift cards are considered taxable income to the recipient by the IRS. The Principal Investigator is therefore responsible for collecting the IRS Form W-9 information and reporting it to the Controller’s office for any research participant receiving more than $599 in a calendar year.

**PURCHASING GIFT CARDS:**

Navigate to SpearMart via my.fsu.edu. Initiate a punch-out catalog order from NGC. For instructions on how to shop using the Punch-Out Catalog in SpearMart – see the “Shopping from a Punch-Out Catalog” job aid at the link below.

<https://procurement.fsu.edu/training#Job%20Aids>

Overview of Punch-Out Order Process:

* Requestor places order through SpearMart
* Order ships within 1-3 business days
* Physical card orders are invoiced upon shipping
* Digital card orders are invoiced upon receipt of PO
* Requestor receives shipping confirmation email for physical cards
* Requestor receives an “Order Ready” email from NGC for digital gift card orders
* Once an order has been placed and a correct invoice is received by FSU from NGC, customers only have ten (10) business days to “receive” on the PO in OMNI so that payment can be made to NGC.

Supplier will notify the customer whenever an ordered product is out-of-stock to determine if the customer wishes to back order the product or cancel that order.

**STORING AND DISTRIBUTING GIFT CARDS:**

Cards must be safeguarded at all times and accounted for as if they were cash. The person accountable has primary responsibility for safekeeping, maintenance and proper usage and for advising faculty, staff or students of the proper handling policy and procedure. For grants, the Principal Investigator (PI) must maintain all records regarding the research participants.

The following controls are required at a minimum:

* The person accountable holds custody over the cards and should always know where they are located. Custody may be transferred temporarily from the person accountable to other departmental personnel for disbursement purposes, but the person accountable still holds primary responsibility for the safekeeping of the cards.
* Physical Cards must be secured at all times (e.g. in a locked cabinet or drawer) with limited access. They must not be taken home for safekeeping.

Once purchased, the control and safekeeping of the gift cards is the responsibility of the issuing department. Gift cards will be audited as part of the year-end cash on hand reporting process.

**EXPENSING THE GIFT CARDS TO THE SPONSORED PROJECT**

Once the gift cards have been distributed to the research participants, the respective gift card expense will need to be moved to the sponsored project or expensed against non-sponsored funds. To transfer the expense, the department should prepare a Departmental Online Journal Entry (DOL) as follows. Note: Even if the gift cards were purchased on the same funding source they benefited for you must submit a DOL to transfer the cards from the pre-paid account code to the expense account code.

1. Run the FSU\_DPT\_GL\_JOURNALS query in OMNI Financials
	1. Enter the fund code, dept ID, date range and project number the gift cards were initially purchased on.
	2. Enter “191%” in the account code field to isolate the “Prepaid Items” journal.

(Note: This account code does not appear on the BI Transaction Detail Report, so the OMNI FI query must be used).



1. Use the query results to complete the DOL as follows.



* 1. In the description enter the following:
		1. To transfer the cost of the research participant gift cards that were distributed for project (NAME or ID#) from the departmental SRAD account to the sponsored project.
	2. In the “Transaction(s) As Currently Recorded” section:
		1. Enter the journal ID in the “Original Trnx Document #” field
		2. Enter the Dept ID, Fund, Account Code and Project number from the original journal in their respective fields
		3. Enter the Activity ID, “1”
		4. Enter the analysis type, “NCA”
		5. Enter the total amount of the gift cards being transferred in the Amount field

(NOTE: This is not necessarily the amount of the original journal if only a portion of the gift cards were disbursed)

* 1. In the “Transaction(s) as Corrected” section:
		1. Enter the same journal ID as the original transaction in the “Original Trnx Document #” field
		2. Enter the Dept ID, Fund and Project number for the sponsored project the gift cards were used for
		3. Enter the Activity ID, “1”
		4. Enter the Analysis Type, “GLE” for open projects or “CLE” for expired projects
		5. Enter the Account code “**740355**” for Research Participant payments that are included in the MTDC base (Modified Total Direct Cost) OR “**741954**” for Research Participant Payments that are excluded in the MTDC base

(NOTE: If you are unsure whether the research participant payments are included or excluded from the MTDC base contact your SRA Accounting Coordinator or FSURF Grants Analyst for assistance)

* + 1. Enter the Amount for the value of gift cards that were distributed to the research participants for the particular project

(NOTE: This may not necessarily be the total amount of the original transaction, but it cannot be more than the original transaction)

* 1. The following backup will be required to be submitted with the DOL
		1. A copy of the FSU\_DPT\_GL\_JOURNALS query results
		2. A Research Participant log that shows the cards were distributed (de-identified if required by the IRB Protocol)

(NOTE: The SRA Cost Transfer Justification form is not required as a prepaid item is being expensed rather than costs being transferred. However, the transfer should occur within 90 days of the date the gift cards are distributed.)

Sample DOL

