



## Authorization for the Purchase of Gift Cards/Gift Certificates and Cash Payments

*\*Only for use when compensating Research Participants*

PURCHASER INFORMATION	
Name of Purchaser:	
Department/Organization:	
Fund/Deptid:	<i>*General Fund (Fund 11) use not permitted</i> <i>**Use object code 1790 when preparing a voucher using Grant Funds 25-30</i>

PURCHASE INFORMATION	
<input type="checkbox"/> <b>GIFT CARDS/GIFT CERTIFICATES</b>	<input type="checkbox"/> <b>CASH PAYMENTS</b>
Vendor Name(s):	Expected Date of Purchase:
Expected Date of Purchase:	\$ Amount of Cash Payment:
\$ Amount of Gift Card(s):	# of Cash Payment Recipients:
# of Gift Card(s):	Recipient Disbursement Date:
Recipient Disbursement Date:	

DESCRIPTION OF EVENT/PURPOSE FOR GIFT CARDS/CASH PAYMENTS

Are the gift cards/certificates purchased or cash payments received for a research project in which participants remain anonymous? If yes, a separate disbursement log must be maintained by the department doing the study.  
**If purchase is for a research study, the request to the IRB and their approval must be attached to the authorization.**

CONFIRMATION
I confirm that the Gift Cards/Gift Certificates purchased or Cash Payments received will be used solely for the intended purpose listed above, and I agree to distribute the cards/certificates/payments to the recipients within 60 days of purchase or receipt of payments.
Purchaser's Signature: _____ Date: _____

VERIFICATION
I hereby authorize the use of departmental funds to purchase Gift Cards/Gift Certificates or to receive Cash Payments for the intended purpose listed above, and will abide by the policies related to the possession of confidential disbursement logs, if applicable.
Department Head Signature: _____ Date: _____ Dean Signature: _____ Date: _____ Vice-President Signature: _____ Date: _____
<i>* If a fund 25-30</i> Grants & Contracts Signature: _____ Date: _____

*This form should be kept in the department with your disbursement logs.  
 If purchased on a grant/contract, submit to the Grants and Contracts office.*