

UMass Boston  
Gift Card Request Process  
Last Updated 04.12.22

**PURPOSE:** Gift cards are restricted items and have bank limitations that will not allow cardholders to purchase them on a standard university issued One Card. Therefore, for the limited activities in which gift cards are required for approved university activities, below is the procedure for requesting a US BANK Declining Balance One Card. When approved, UPST will issue a US BANK Declining Balance One Card to the cardholder. This card will be issued to allow only gift card purchases for the time frame and amount approved.

Gift cards can be purchased in denominations up to \$100 for research purposes. Participant payments to individuals in excess of \$100 per study per calendar year must be processed through Accounts Payable.

**PROCESS**

1. **REQUEST:** PI/department submits a completed Gift Card Request Form to ORSP
2. **CAMPUS APPROVAL** – regardless of funding source
  - a. **Human Subjects**
    - i. ORSP reviews form - validates approvals, amounts, IRB allowances
    - ii. If this is a confidential study, IRB provides guidelines to the PI to ensure participants' confidentiality. The IRB does NOT review or sign this form.
  - b. **Participant Support**
    - i. ORSP reviews form - validates approvals, amounts, research purpose
  - c. **Special Circumstance**
    - i. Should ORSP deem it necessary, after the aforementioned reviews, ORSP will forward the request form to the Controller for additional review and approval
  - d. Once approved, the form is forwarded to UPST
3. **UPST**
  - a. UPST sends the cardholder the Cardholder Agreement, including card documentation requirements and reminder that bank statements must be loaded to BuyWays
    - i. Cardholder may request alternate mailing address at this point
  - b. Card limits are set with overall approved spend limit, monthly spend limit, and expire date of the project end date noted on the request form
  - c. UPST orders approved card from US Bank, which mails to the cardholder
  - d. Merchant category codes are enabled on the accounts
4. **USB**
  - a. Closes cards where the expiration date has been reached
  - b. Closes cards when the spend limit has been reached
5. **TRACKING LOG**
  - a. For necessary financial audit purposes, a log of gift cards disbursed to participants must be kept on file. It is important that a MASTER LOG be created that contains information such as study participant numbers, amount distributed and date distributed as well as each recipient's name, social security number OR student ID so

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the card can be tracked back to the recipient. The MASTER LOG must be secured by the PI and study staff as backup only; it will not be seen by anyone unless to be seen by a sponsor or internal financial or programmatic audit.

- b. A SUBSET LOG, which is a subset of the MASTER LOG, which includes only deidentified information (study participant numbers, amount distributed, date distributed) will need to be uploaded along with all bank statements to BuyWays with the corresponding receipts.
  - c. The SUBSET LOG must be submitted to ORSP upon the end of the project for reconciliation and closeout.
6. Financial Management
- a. Gift Card Request Forms are evaluated and approved based on the funding source listed on the form. As such, no expense reclasses to other funding sources will be allowed.
  - b. Gift cards purchased are assigned to the project listed on the request form. They may not be traded with other projects or studies.
  - c. Any gift cards purchased and not distributed must be refunded to the US Bank Declining Balance One Card before the end of the project, or a refund check must be made to the University. Submissions of unused gift cards will not be accepted.