



# WashU

## Procurement Card Program Subject Payment Gift Cards Agreement

(Effective 10/11/2024)

I, \_\_\_\_\_, have received and reviewed the guidelines for purchasing gift cards to be used as subject payments on a university procurement card. I agree that the department will:

1. Purchase gift cards for subject participants in quantities to last approximately six months, and fully distributed by end of each calendar year.
2. Review human subject reporting procedures on the financial services website. If human subject payment logs are required to be sent to tax, the department will do so by the 15<sup>th</sup> of the month using the provided Excel template. File should be password protected and passwords should be sent in a separate email. Otherwise, department will retain completed logs within the department records. These may be requested upon audit.
3. Assign the management of this process to one person in the department with a second named as backup.
4. Follow existing procurement card policies including prompt review and approval of transactions in Workday.

Department Name: \_\_\_\_\_

Employee assigned to manage reports to tax: \_\_\_\_\_

Employee(s) assigned to manage Procurement Card purchases: \_\_\_\_\_

Employee(s) who will act as backup: \_\_\_\_\_

Describe the process the department uses to safeguard the gift cards:

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Describe the dept. process for maintaining an internal reconciliation of gift cards purchased, distributed and on-hand so that each grant or funding source is only paying for the gift cards used in conjunction with that funding source:

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Describe the dept. process used for ensuring that required data is collected and submitted to tax when required. If logs will not be sent to tax, describe how these logs will be stored in the department records:

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I have addressed and resolved any questions or concerns I have to the Card Programs Administrator prior to signing this form. I agree to comply with the policies outlined in this document.

\_\_\_\_\_  
Business Manager or Equivalent Signature

\_\_\_\_\_  
Employee Assigned to Manage Tax Reports

\_\_\_\_\_  
Date