307.1.3f – Request for Advance for Purchase of Gift Cards

**Attach to campus voucher**

(Refer to OSR Policy 500.14 - Cash Advances and related Procedure for requesting cash advance from Contract and Grants Funds)

Advance from: Business Unit: _________  Fund: __________  Source: __________
Account: __________  Department ID: _________  OSR Project ID: _________

Period of Distribution – Dates From: _______ to _______ (60-day limit)

*See legend below for Accounts

**Approval**

**Chartfield String to be Charged**

1. #___ of cards @ $____ each=$____
   Business Unit: _______  Fund: _________  Source: __________
   Date: _______ Initial: _______  Account: _______  Dept. ID: _______  OSR Project ID: _______

2. #___ of cards @ $____ each=$____
   Business Unit: _______  Fund: _________  Source: __________  Date: _______ Initial: _______
   Account: _______  Dept. ID: _______  OSR Project ID: _______

3. #___ of cards @ $____ each=$____
   Business Unit: _______  Fund: _________  Source: __________
   Date: _______ Initial: _______
   Account: _______  Dept. ID: _______  OSR Project ID: _______

4. #___ of cards @ $____ each=$____
   Business Unit: _______  Fund: _________  Source: __________
   Date: _______ Initial: _______
   Account: _______  Dept. ID: _______  OSR Project ID: _______

Total = $ __________________

**APPROVAL REQUIRED BY OFFICE ACCEPTING CHARGE (OSR)**

**OPERATING PROCEDURES**

These gift cards are to be reimbursed by the above listed chartfield strings. Campus vouchers for the advance must be made payable to the Principal Investigator or Project/Study Coordinator.

Gift cards must be reconciled within 60 days. No more than 2 outstanding advances at one time.

IF NOT reconciled in a timely manner, employee to whom check is made “payable to” will be subject to having the outstanding amount drafted from the employee’s salary.

*Account Legend
514810 – Study Subject Payments  558410 – Employee Recognition Award 522917 – HCS
Contract Serv Other Comp  569190 – Awards – Student

307.1.3f – Request for Advance for Purchase of Gift Cards Revised
10/1/14