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