

Purchasing Virtual gift cards for research subjects/participants

The Controller's Office/Pro-Card Office needs the following information when reviewing gift card purchases related to research subjects/participants – the email should be sent to both, acctpay@louisville.edu and procard@louisville.edu:

- What is the research/study these are needed for?
- Is this an expense covered by a grant?
- Are the gift cards to be purchased going to be provided to any UofL students?
- Which ProCard will be used for this purchase (Name and last 8 digits of card)?
- What quantity/amount of gift card that will be purchased & which vendor (i.e. Amazon or Walmart)?

Once received, we will work together to provide approval (ProCard to Disbursements or vice-versa)

Once fully approved, by both offices, the Pro-card office will reply all indicating that this has been approved and what the next steps are. Example email below:

Good Afternoon everyone,

Thank you all so much!

*Dept rep, I have passed this along to my Director (copied), and given Mary Alexander-Conte's approval, she has **approved** this purchase of (5) \$50.00 Amazon e-gift cards with ProCard ending in **XXXX**. Please ensure Amazon Business is used for this purchase.*

Please attach this approval communication, as well as a list of recipients, to the OnBase transaction form for your purchase.

Thank you so much, and have a wonderful evening, everyone!

The same process is needed for Walmart virtual gift cards, except they are not through Amazon Business.

Contact Acctpay@louisville.edu or procard@louisville.edu with questions or requests.