



## Job Aid RC2

### Gift Card Purchases and Use

In rare instances, the purchase of retail gift cards utilized as a tool to promote research participation or to reward student achievements is allowable in accordance with the University System of Georgia. The guidelines and rules listed below should be followed to ensure compliance with KSU and USG policies and practices.

1. The purchase of gift cards must be pre-approved by Financial Compliance PRIOR the purchase of the gift cards. Please submit all requests to ServiceNow at [service.kennesaw.edu/ofs](https://service.kennesaw.edu/ofs).
2. If gift cards are offered as incentive to participate in a survey or research study, value of gift card should not exceed \$50.00. Studies or surveys requiring multiple participation events from the subject can issue separate cards for each visit. Total value of compensation for a study/survey should not exceed \$100.00 over the lifecycle of the study.
3. Gift cards purchased and distributed to KSU students during student events is allowable. However, gift cards SHOULD NOT be purchased and issued as prizes or awards for staff/faculty events.
  - a. Participation in the contest or event must be available to all students within a specific student group.
  - b. Door prizes and awards where no service was required must remain de minimis in value (under \$100.00)
  - c. Gift cards may be issued as a performance-based award for students. This is considered acceptable if the student has provide some service and/or performed some function to receive the award (e.g., writing contest, dance contests and various skills competitions.
    - 1) Award amounts may vary based on value of service/performance and size of invited student group. Prizes will not exceed \$500.00. The Office of Fiscal Service will evaluate value of contests on a case-by-case basis.
    - 2) Supporting Documentation must be provided about the contest and/or event.
4. Once approved by compliance, it is the department's responsibility to purchase and control the gift cards.
5. Once the winners are established, the recipients are required to provide their signature for the receipt of their gift card. The completed winner's log must be submitted along with the OwlPay request for reimbursement. Reimbursement will not be granted without the signature log identifying that all the gift cards purchased were distributed.
6. If the survey regards sensitive information, the issuing department ensuring the names are not revealed can retain a log of winners. This log must be maintained in case of audit by USG or BOR. In lieu of winners' names, a list of designators determined by the issuing department (Participant ID, random generated number, etc...) can be submitted.