

Guide to Purchasing Gift Certificates for Subject Payments

To purchase gift certificates from a vendor, you must use a Citibank Corporate Card. Do **not** use a Purchasing Card (P-Card) for this type of purchase. When you receive your Corporate Card statement showing this purchase, bring it to the Business Office to be paid.

Selecting a Vendor:

Read the purchasing agreements carefully. You don't want too many gift certificates left over or need to deal with unnecessary charges. Vendors require you to purchase their gift certificates in bulk, but some will allow you to buy only what you anticipate you will need.

Purchasing in Bulk:

If must purchase a large batch (Ex: \$5000 worth), pay for them in advance, and specify the exact amounts you will need (Ex: 500 gift certificates worth \$5 each and 250 gift certificates worth \$10 each). Choose denominations that will provide the amounts to pay subjects. Gift certificates have expiration dates of less than two years from their issue, so you may be committed to using them up quickly without much room for flexibility.

Purchasing Individual Gift Certificates:

Some vendors may establish an agreement with you that will allow you to purchase only the amount of certificates you need. You may be able to specify the exact dollar and cent amount on a per participant basis. This method of purchasing gift certificates is more suitable to making and tracking subject payments over time.

Reconciling Gift Certificates: Subject Payments made with Gift Certificates (of \$100 or less per participant) can be reconciled by providing the following documentation to the Business Office:

Subject Payment Forms (with the top half filled in) for each participant

Copies of emails you sent to your participants, regarding their gift certificates

A spreadsheet with names of people who paid by gift certificates, the study date, and how much they received.

If you have questions regarding the procedures for purchasing or reconciling gift certificates, please contact the Psychology Business Office.