

Purchasing Gift Cards on Sponsored & Start up Projects

Gift cards must be charged to PIs Startup/research project. This will be transferred from the PIs Startup/Research project to the grant project once gift cards are distributed & disbursement reconciliation is provided to Jayshree Mariwala. PIs and/or their research staff must maintain a ***Gift Card Tracking Log*** to document the disbursement of gift cards to specific participants.

Important considerations:

- The quantity of gift cards purchased on hand should be limited to meet the short-term need, i.e., for two weeks of disbursements.
- Digital Ecards don't expire and are non-refundable. ** Digital card link is sent to the email provided by the requestor.
- Physical Card do have expiration date, a fee & shipping charges are non-refundable. ****Both physical Visa and digital Master Card have expiration dates. They are only valid for 12 months**
- If you have not used the card and the expiration date is approaching, please contact Black Hawk Network customer service, if they can replace the card, **this is assured that it will be done.**
- Each transaction for purchasing gift cards should not exceed \$500. If more than \$500 in gift cards are needed a written justification must be emailed to the Jayshree Mariwala.
- **For unused gift cards PIs must issue a personal check** to Rutgers University.
- For LOST gift cards PIs must issue **a personal check** to Rutgers University.

Gift Card Tracking Log

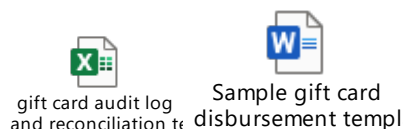
PIs must maintain a ***gift card tracking log*** that includes the following information:

- IRB Protocol number
- Gift card purchase date
- Sponsored project account if applicable
- Unique Gift Card Number
- Gift Card Amount
- Date gift card given to participant(disbursed)

- Payment purpose
- Recipient name/ID (or de-identified identifier, if necessary) Name should not be entered on the tracking sheet, only to be provided when there is an audit.
- Recipient signature or acknowledgement email.

PIs and/or their research staff are responsible for maintaining the log for audit purposes and ensuring full compliance with Sponsor project guidelines. Properly keeping and managing this log is crucial to meet the Sponsor's requirements and demonstrate transparency and accountability in the usage of grant funds. By maintaining detailed records, the research team can provide evidence of how the gift cards were allocated and utilized, supporting the integrity of the grant expenditures during potential audits. Rutgers grant accountants will be reviewing all logs at the end of each budget year. PIs are responsible for ensuring the gift card logs are current and complete. Please maintain all logs for eight years after the grant has ended. If PIs have any questions or concerns regarding the logs please contact Jayshree Mariwala.

Below is an example log.



Rutgers Policy on Human Subject Payments



Human Subject
Payments 2022-02-23

Human Subject Gift Card Purchase Required Steps

1. Contact Black Hawk Network – **Katie Carpenter** at katie.carpenter@bhn.com He will provide a login and password to Hawk Marketplace.
2. Login into the Hawk Marketplace site.
3. Select what product you want, delivery method, quantity, etc.
4. Submit the order (that will automatically generate a PDF invoice.)

5. Go to [Marketplace](#) and create a Check Request. Attach Invoice (from step 4) to Check Request as required backup along with the Questionnaire for the Management of Funds Form provided below. Expense/account code to use is: 69182.



Questionnaire for
the Management of

6. Department and Accounts Payable Check Request team must approve the Check Request. Once approved by all parties, payment will be released to Blackhawk on next Payment Run.
7. Once Blackhawk receives payment, the order is fulfilled.

Blackhawk Account Manager information:

Katie Carpenter

Inside Sales Representative

P: 847.553.9152

E: katie.carpenter@bhn.com

Blackhawk Network

3501 Olympus Boulevard, Suite 200

Coppell, TX 75019

BlackhawkNetwork.com

Please refer any gift cardholders with questions to our 24/7/365 Cardholder Service team at: 877.227.0956

For all client customer service issues please use the below emails:

cardreplacement@bhnetwork.com - For Visa and Mastercard Products Only.

merchantgiftcardsupport@bhnetwork.com - For All Other Merchant Cards.

Fenton.Funding@bhnetwork.com - For Payment remittance include FAID and Order numbers in the subject line.

