

Other Vendor's Gift Card Distribution & Reconciliation Procedures

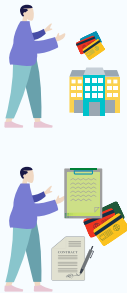


Custodian/Study Coordinator emails the following to giftcards@rowan.edu for approval:

1. Gift Card Request Form
2. Non-PO
3. Vendor quote



Administrator reviews request, Non-PO, quote, makes determination & contacts Study Coordinator



Custodian/Study Coordinator responsible for the following:

1. Obtain gift cards from vendor
2. Complete Gift Card Recipient Log in its entirety
3. Distribute cards to participants
4. Gift Card Payment Acknowledgment for each gift card distributed



Participant signs Gift Card Payment Acknowledgment & receives payment



Custodian/Study Coordinator submits completed Gift Card Recipient Log & Gift Card Payment Acknowledgment to giftcards@rowan.edu



Custodian/Study Coordinator returns unissued gift cards to Finance

Contact Information: giftcards@rowan.edu