

TD Bank Visa Gift Card Distribution & Reconciliation Procedures



Custodian/Study Coordinator emails completed Gift Card Request Form to giftcards@rowan.edu for approval



Administrator reviews request, approves, picks up TD Bank Visa cards & contacts Study Coordinator



Administrator contacts and distributes the gift cards to the Study Coordinator



Custodian/Study Coordinator picks up the gift cards from Finance and signs 'Finance Distribution & Tracking' section on the gift cards request form



Custodian/Study Coordinator is responsible for completing the following:

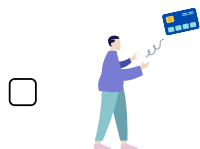
1. [Gift Card Recipient Log](#) in its entirety
2. Distribute cards to participants
3. [Gift Card Payment Acknowledgment](#) for each gift card distributed



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