

EHE Guidelines for Processing Gift Cards (as of 10/26/22)

- If you are using OSP funds, please complete [Human Subject Petty Cash Fund Form](#)
 - Route form through DocuSign and have Natasha Slesnick.5 sign on behalf of Dean/Chair
 - Attach signed document to Workday Requisition
 - Additional information: <https://research.osu.edu/award-management/payments-research-subjects>

- Processing Options:
 - Method 1: using our preferred vendor
 - OSU's preferred vendor for gift cards is MedMatics (aka Virtual Incentives): <https://www.virtualincentives.com/#>
 - You would enter a non-catalog request in Workday Requisitions
 - Method 2: having the service center purchase cards
 - This could be from any website (i.e. Amazon)
 - You would select "PCard Service Center Use Only" at the requisition type

- Each recipient will have to complete the "[OSP Human Subject Payment Receipt](#)." This form is maintained by PI/grant and is subject to audit.