



### 307.1.3f – Request for Advance for Purchase of Gift Cards

**\*\*Attach to campus voucher\*\***

(Refer to OSR Policy 500.14 -

Cash Advances and related Procedure for requesting cash advance from Contract and Grants Funds)

Advance from: **Business Unit:** \_\_\_\_\_ **Fund:** \_\_\_\_\_ **Source:** \_\_\_\_\_

**Account:** \_\_\_\_\_ **Department ID:** \_\_\_\_\_ **OSR Project ID:** \_\_\_\_\_

**Period of Distribution – Dates From:** \_\_\_\_\_ **to** \_\_\_\_\_ **(60-day limit)**

\*See legend below for Accounts

#### Approval

1. #\_\_\_ of cards @ \$\_\_\_ each=\$\_\_\_\_\_

Date: \_\_\_\_\_ Initial: \_\_\_\_\_

2. #\_\_\_ of cards @ \$\_\_\_ each=\$\_\_\_\_\_

Date: \_\_\_\_\_ Initial: \_\_\_\_\_

3. #\_\_\_ of cards @ \$\_\_\_ each=\$\_\_\_\_\_

Date: \_\_\_\_\_ Initial: \_\_\_\_\_

4. #\_\_\_ of cards @ \$\_\_\_ each=\$\_\_\_\_\_

Date: \_\_\_\_\_ Initial: \_\_\_\_\_

#### Chartfield String to be Charged

Business Unit: \_\_\_\_\_ Fund: \_\_\_\_\_ Source: \_\_\_\_\_

Account: \_\_\_\_\_ Dept. ID: \_\_\_\_\_ OSR Project ID: \_\_\_\_\_

Business Unit: \_\_\_\_\_ Fund: \_\_\_\_\_ Source: \_\_\_\_\_

Account: \_\_\_\_\_ Dept. ID: \_\_\_\_\_ OSR Project ID: \_\_\_\_\_

Business Unit: \_\_\_\_\_ Fund: \_\_\_\_\_ Source: \_\_\_\_\_

Account: \_\_\_\_\_ Dept. ID: \_\_\_\_\_ OSR Project ID: \_\_\_\_\_

Business Unit: \_\_\_\_\_ Fund: \_\_\_\_\_ Source: \_\_\_\_\_

Account: \_\_\_\_\_ Dept. ID: \_\_\_\_\_ OSR Project ID: \_\_\_\_\_

**Total = \$** \_\_\_\_\_

### APPROVAL REQUIRED BY OFFICE ACCEPTING CHARGE (OSR)

#### OPERATING PROCEDURES

**These gift cards are to be reimbursed by the above listed chartfield strings. Campus vouchers for the advance must be made payable to the Principal Investigator or Project/Study Coordinator.**

**Gift cards must be reconciled within 60 days. No more than 2 outstanding advances at one time.**

**IF NOT reconciled in a timely manner, employee to whom check is made “payable to” will be subject to having the outstanding amount drafted from the employee’s salary.**

\*Account Legend

514810 – Study Subject Payments

522917 – HCS Contract Serv Other Comp

558410 – Employee Recognition Award

569190 – Awards – Student