

## PARTICIPANT GIFT CARD CLOSEOUT CHECKLIST

1. DISTRIBUTE GIFT CARDS  
 Participants must have completed requirements for the gift card prior to end of the project.
2. FINAL GIFT CARD COUNT  
 Review all areas where gift cards are stored. (Desk drawers, cabinets, safe, disbursement staff)
3. PREPARE FINAL RECONCILIATION  
 Does it match purchase/distribution receipts?  
 Is it signed?
4. REMAINING GIFT CARDS  
 *Is there a new year that the gift cards will be needed for?*  
 Prepare cost transfer to move the gift cards to the next year.  
 Required support documentation.
  - Query showing chartfield spread and expense of original posting.
  - Signed gift card reconciliation. *Will gift cards be moved to a project under a different study?*  
 Prepare cost transfer to move the gift cards to the new project.  
 Required support documentation.
  - Query showing chartfield spread and expense of original posting.
  - Signed gift card reconciliation.
  - Participant Gift Card Request Form for project being moved to.
  - IRB approval for project being moved to.
  - IRB Patient Consent for project being moved to. *Gift cards will be moved to a non-sponsored account.*  
 Prepare cost transfer to move the gift cards to the non-SPNSR fund.
  - Query showing chartfield spread and expense of original posting.
  - Signed gift card reconciliation.
5. JUSTIFICATION REQUIREMENTS  
 Remaining gift cards are being removed due to project ending.  
 Explain where they are moving.  
 State vendor, denomination and number of cards being moved.
6. ALLOWABILITY (if moving to new project)  
 Does the project allow the cost?  
 Does the cost occur within the budget period?
7. REFERENCE/DESCRIPTION COLUMN  
 Reference Column:           Ref number from original purchase  
 Description Column:        Vendor Name

**\*\*PHI should never be included as support documentation for gift card cost transfers.**