

# STUDY SUBJECT PAYMENTS

## University

For a full information about UCD's gift card programs and policies, please go [here](#)

## Study Subject Payments

- Payment >=\$100 – payment can be processed via a gift card by approved vendors
- Payment >\$100 – payment must be processed via a [Study Subject Payment \(SSP\) form](#) as W9 information will also need to be collected. Payments over \$100 are taxable income. **Gift Cards are not allowable for amounts over \$100**

**Program Approval Requirements-** The purchase of gift cards must be reviewed and approved **in advance** by the respective campus controller's (finance) office. Gift Card Program Application to CU's Finance Office must include the following:

- [Gift Card Authorization Request \(GC\) Form](#). Your DFA or Division Manager will need to sign this application  
\*Best to require higher gift card total fund amount than anticipated to avoid having to resubmit application to add more funds\*
- Internal Controls Policy Form filled out with gift card program departments information.
- Additional documentation about payment process for program. This must include:
  - The Who? Who is the Custodian, i.e. person responsible for purchasing, dispensing, tracking, and replenishing gift cards for the program
  - The How? Describe how physical gift cards being safe guarded and well as PHI if needed.
  - The Why? Receipt tracking for gift card purchases for study participants
  - The When? Tracking and Audit Log – a standard gift card [log](#) is provided by the finance office for tracking purposes.  
\*Audit logs must always be up to date and ready for any unanticipated audit of gift card program\*

**Gift Card Program Implementation-** Gift cards can be purchased using a procurement card or CU Marketplace. **Gift cards provided to study subjects via an online gift card is the preferred method.** This does not require a lock box for physical gift cards and ensure a paper trail for tracking. Reconciling gift cards through Concur or Marketplace the preferred account codes are:

- 495102 – Study Subjects
- 550105 – Performance/Supporting Awards Non-Cash Non-Employee
- 550106 – Non-Cash Recognition
- 550108 – Non-Cash Participation/Recognition Non-Employee

## Preferred Gift Card Vendors

- Target
- Amazon
- King Soopers

\*If buying physical cards, it's best to not buy too many more than you anticipate needing. Voiding unused cards requires credit from the vendor or loss of funds on used gift cards

## Changing/Closing Gift Card Programs

Changing Gift Card Program such as Custodian, Speedtype, Amount, requires a new GC Form to be submitted identifying the program changes.

Closing a Gift Card Program will require the custodian to contact the controller's office for complete instructions

## Lost Cards

Custodian must report any lost or stolen cards directly to Finance Officer upon discovery of discrepancy

# CHCO

Children's uses Greenphire Debit card system for study participant reimbursement. In order to use this system, you **must** have a **UCD sponsored project** in order to create a G0 account with Children's Hospital. If your project is an internally sponsored project, you will not be able to use Greenphire and must follow UCD's gift card policies and procedures.

Find more information about Greenphire [here](#)

## Children's Hospital Colorado Greenphire Payment Process

**Email all questions and documents relating to Greenphire to [Greenphire@ChildrensColorado.org](mailto:Greenphire@ChildrensColorado.org)**

