

- All gift cards requests must be purchased by Taylor Vo due to IRB requirements & audit purposes.
- Gift card purchase options include Walmart, Amazon & Target. (*Based on IRB requirements*)
- Complete a gift card request form and designate a gift card custodian. (*Custodian-person responsible for the gift cards.*)
- Once the request has been approved by the division of research Taylor Vo will make the gift card purchase.
- A notification will be sent to the custodian when gift cards are ready for pickup.
- Taylor Vo will provide a distribution list with the gift card identifying numbers for audit purposes.
- The gift card custodian will be responsible for submitting research participant signatures to Taylor Vo on a monthly basis.