

# Oakland University - Accounts Payable Office

## Pcard Approval for Purchase of Mturk or Gift Cards for Research Study - Acceptance And Repayment Agreement

For IRB Approved Research Study IRB#: \_\_\_\_\_

Use of Mturk or Gift Cards as Payments to Research Participants

I, \_\_\_\_\_ am requesting approval to use the Oakland University Pcard to fund the participants payment process for the study:  
*Name of Requestor*

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*Purpose - Name of Research Study and if for research participant payments*

*Purchases Limited to:*

I agree to account for these purchases in full to the Oakland University Accounts Payable Office prior to the due date of:

\_\_\_\_\_  
*End date of Subject Payments for Project*

I understand if this request is for gift cards purchased, they are my responsibility to safeguard and if any of the cards purchased become lost or otherwise unaccounted for beyond the due date, I hereby agree that the University may recover the amount outstanding by payroll deduction from one or more of my salary payments to be received subsequent to the due date. I further consent to each deduction necessary to repay the amount owed.

Assigned Project Fund: \_\_\_\_\_

Requestor's Signature: \_\_\_\_\_

Requestor's Department: \_\_\_\_\_

Department/Fund  
Approver's Name and  
Signature: \_\_\_\_\_

Accounts Payable  
Manager's Signature: \_\_\_\_\_

Details of the research: (Dept. to add a brief summary here)

**Accounting and reconciliation:** The supporting documentation to include with the P-card statement will be the receipt, the submission application, the IRB approval and a copy of this approved form. Please see OU AP&P #1020 for full P-card statement reconciliation procedures.

If gift cards are involved, after the gift cards or tangible gifts are completely disbursed, or the end of the calendar year, whichever comes first, the PI will submit the disbursement log to their department. The log should be sent to the Accounts Payable Manager accompanied by a cover letter identifying the PI and the IRB approved protocol title and number as well as identifying information for the P-card statements which contain purchases that were made related to the protocol. Cards should be purchased on an as needed basis to avoid a remaining inventory of cards. The completed reconciliation of purchased and issued gift cards must be submitted to Accounts Payable at the end of the research study as outlined in the Research Participant Reimbursement Procedure.

If this authorization relates to MTurk or Qualtrics usage, any monthly charges incurred on the Pcard will need to be appropriately supported by the same disbursement log accompanied by a cover letter as noted above and should be submitted with the Pcard statement accordingly.