Gift Card/Code and Prolific Procurement Procedures

Gift Code Ordering/Purchasing Options
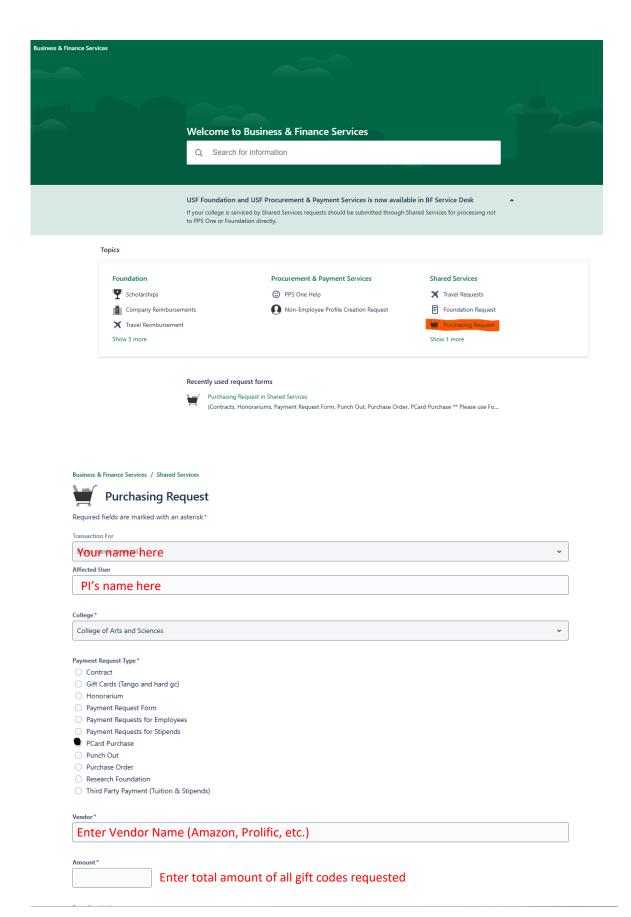
- ☐ **Faculty, Graduate Student and/or Lab Manager submits a gift code/gift card purchase request through the [BFSS Portal](#).**
  - o Fill in all fields of the JIRA ticket.
    - ▪ **Note:** Message to enter in Justification/Description section for both Amazon Gift Codes and Prolific are step by step instructions.
    - ▪ Your URA and Department Operations Manager will be added to the JIRA ticket.
    - ▪ Once the gift codes are obtained by BFSS, the codes will be uploaded in the JIRA ticket.
    - ▪ Once the gift codes are obtained, the codes will be uploaded in the JIRA ticket. Complete Payment Subject Log and upload to Jira Ticket. Be sure to enter the Jira Ticket number to the Payment Subject Log, i.e, SHARE-12345

- ☐ **Department URA submits a gift code/gift card purchase request through the [BFSS Portal](#).**
  - o The URA will complete the JIRA ticket.
    - ▪ Send an email to the URA requesting a purchase. Include the IRB#, Chartfield being used, amounts and quantities needed.
    - ▪ URA will complete the JIRA ticket requesting that codes are included in the ticket once the codes are purchased.
    - ▪ Once the gift codes are obtained, the codes will be uploaded in the JIRA ticket. Complete Payment Subject Log and upload to Jira Ticket. Be sure to enter the Jira Ticket number to the Payment Subject Log, i.e, SHARE-12345.
    - ▪ If the PI and/or Lab Manager opt to go through the URA for Gift Code Purchasing, the following timeline will be adhered to:
      - o **PIs and Lab Managers can submit gift code purchase requests to the URA until 2pm on Wednesdays of each week. Any requests that come in after 2pm on Wednesdays will be processed the following week.**

Gift Code Management

- ▪ Lab Managers are responsible for completing the payment log and uploading to the JIRA ticket, with the ticket number listed on the payment log, within 10 business days.
- ▪ The PI and/or Lab Manager are responsible for advising their participants of the processing time to receive the participant payment.
- ▪ Graduate Students and/or Lab Managers should keep a consistent log of active and expired Gift Card Agreements that include information on the PI, the Department, the study, the timeline, and the total amount.

Source: [Research CCHIP_#017](#)

Welcome to Business & Finance Services

🔍 Search for information

USF Foundation and USF Procurement & Payment Services is now available in BF Service Desk ⌃

If your college is serviced by Shared Services requests should be submitted through Shared Services for processing not to PPS One or Foundation directly.

Topics

Foundation	Procurement & Payment Services	Shared Services
🏆 Scholarships	☺ PPS One Help	✈ Travel Requests
🏢 Company Reimbursements	👤 Non-Employee Profile Creation Request	📄 Foundation Request
✈ Travel Reimbursement		🛒 Purchasing Request
Show 3 more		Show 1 more

Recently used request forms

🛒 Purchasing Request in Shared Services
(Contracts, Honorariums, Payment Request Form, Punch Out, Purchase Order, PCard Purchase ** Please use Fo...

🛒 **Purchasing Request**

Required fields are marked with an asterisk*

Transaction For

Your name here ⌄

Affected User

PI's name here

College*

College of Arts and Sciences ⌄

Payment Request Type*
- ○ Contract
- ○ Gift Cards (Tango and hard gc)
- ○ Honorarium
- ○ Payment Request Form
- ○ Payment Requests for Employees
- ○ Payment Requests for Stipends
- ● PCard Purchase
- ○ Punch Out
- ○ Purchase Order
- ○ Research Foundation
- ○ Third Party Payment (Tuition & Stipends)

Vendor*

Enter Vendor Name (Amazon, Prolific, etc.)

Amount*

Enter total amount of all gift codes requested

Date Needed *

| e.g. 2/10/2025 📅 |

Select next day

Funding Source *

Enter complete chartfield where funds will come from. If you are not sure, contact PI and URA.

Campus Delivery Location *

JIRA Ticket

Attachment

Please include Payment Request Forms, Honorariums, Contracts, etc.

No attachments are needed.   ☁ Drop files to attach or **browse**

Business Justification/Additional Information

| Normal text ⌄ | **B** | *I* | ⋯ | ☰⌄ | A ⌄ | ☰ | ☷ | 🔗 | ⟨⟩ | ❶ | ❞ | — | ⟪ABC⟫ |

AMAZON GIFT CODES MESSAGE

Please purchase the following gift codes for IRB <mark>(Insert IRB Number)</mark> with an end date of <mark>(List end date of project if chartfield being used is for a project, if using a faculties RIA, enter 06/30/2025)</mark>. Make sure IRB number and end date are listed on the receipt.

Upload gift codes to this ticket please.

<mark>(List your gift codes requests here)</mark>

- $25 x 1
- $10 x 10
- $5 x 20

PROLIFIC PURCHASE MESSAGE

Please purchase the following gift codes for IRB <mark>(Insert IRB Number)</mark> with an end date of <mark>(List end date of project if chartfield being used is for a project, if using a faculties RIA, enter 06/30/2025)</mark>.

To complete the purchase, email (enter your name and email).

| **Send** | Cancel |