

**ARIZONA STATE UNIVERSITY  
GIFT CARDS FOR SUBJECT PAYMENTS QUESTIONNAIRE**

Revised: 10/11/2017

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**This questionnaire must be completed and submitted with request for a Petty Cash Account involving gift cards.**

1. Why are the gift cards necessary to conduct university business?

2. How many gift cards are to be purchased?

3. What is the monetary value per gift card?

4. How are the cards being accounted for in terms of who gets them, when, how receipt is recorded, etc.?

5. Is there a list of participants' names who will be receiving the cards? (It is suggested to keep a log with project name, research purpose, recipient name or confidential ID, gift card amount, gift card #, and date given to recipient.)

6. What internal controls are in place to secure the cards, who is the responsible person for approving their distribution and for record keeping? Include disposition plans if the cards are not used for intended purpose stated above.