

GCA NEWS

Grants and Contracts Accounting Updates

October 2017

Gift Card Refresher

The Research [Incentive Gift Card Policy](#) has been updated to cover incentive payments to any recipient not just research participants. Any type of payment to participants or other recipients must follow the rules of the University. This includes collecting the minimum data required to report the payments to the IRS. The minimum data required is participant's name, tax identification number, address and amount paid. If a department refuses to collect the required information, they will not be eligible for disbursement of gift cards. The department will be restricted to issuing a check for payment.

Additionally, gift cards cannot be issued to University Employees acting in any type of employment activity. Compensation can be made, but it must be done through payroll. Employees **can** participate in University studies outside of their base department as participants and be compensated by gift card.

Resident Aliens and Non-Resident Aliens are also not eligible to receive gift card payments. Any payments to these participants must be done by check. Please note that these payments require additional forms that must be submitted to Accounts Payable prior to the check being issued.

All gift card requests are reviewed by the Assistant Controller of Grants and Contracts Accounting. The initial request for gift cards must be sent to PROADMIN@ouhsc.edu. The ProCard team will review the request and forward the request on for further approvals. Each separate purchase requires a new approval request.

Fee-For-Service Agreement

Grants and Contracts Accounting is now responsible for the administration of the Fee-For-Service contracts or SVCCT accounts. A new policy has been written that outlines what a Fee-For-Service contract is and the responsibilities for covering administrative costs of these contracts. All contracts proposed or awarded prior to the release of the new policy will continue to be administered according to the previous policy. Please feel free to contact Tamara Franklin with any questions or concerns.

Please remember that all sponsored funds should be remitted to PO Box 26901; URP865 Suite 490. OKC, OK 73126-0901.



Meet Becky Schofield, GCA Accountant. *Responsible for Stephenson Cancer Center.*