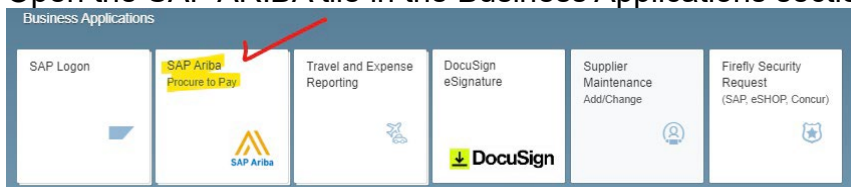
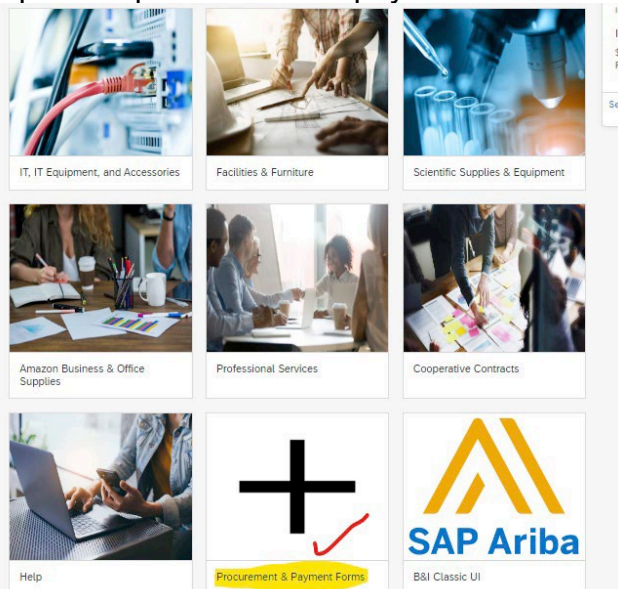


Procedure for ordering gift cards – Division of Research and Creative Activity (DRCA)

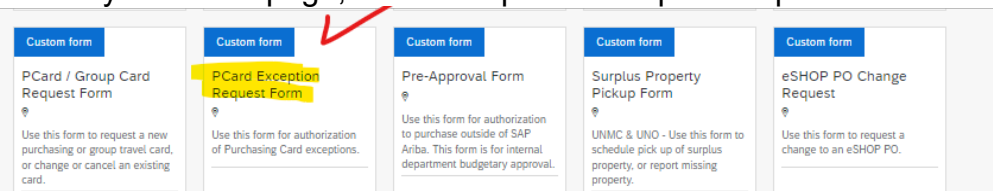
1. Review the UNK “Gift Cards for Research” policy (<https://www.unk.edu/about/files/gift-cards-for-research.pdf>)
2. Either the Principal Investigator or the pcard holder, who will purchase the gift cards, must contact Sakiko Machida in the DRCA – machidas@unk.edu or 308-865-8496 to alert her that you are starting the process.
3. Download and fill out the Gift Card Request Form (https://www.unk.edu/academics/sponsored-programs/forms_and_compliance.php) – make sure to put the pcard number on the form.
4. Send the completed form to Sakiko. She will put it in Docusign and route it for signatures.
5. The signed form will be returned to the pcard holder, who will be making the gift card purchase.
6. The pcard holder will need to fill out the pcard exception form. To do this:
 - a. Open Firefly
 - b. Open the SAP ARIBA tile in the Business Applications section



- c. Open the procurement & payment forms tile:



- d. Half-way down the page, select the pcard exception request form



- e. Complete the form, attach the signed Gift Card Request Form, and click submit.
7. If you are ordering Amazon gift cards, please make sure this is clearly stated, as Paula Fuestman will have to give you permission to purchase these.
 8. Once approved, you can purchase your gift cards. You can only purchase the amount requested. Do not deviate from what was requested.