

Gift Card Purchases on P-Card

The University has agreed to allow gift cards for research patients to be purchased on a P-Card. This is an allowable expense as long as the research patient is a non-UC employee and non-student. The expense is also allowable only if the expense is a part of a Sponsored Project.

AHC F&A must [approve](#) the purchase of the gift cards prior to the purchase.

At the end of every quarter please complete the [Gift Card Purchases for Sponsored Projects form](#). Please send the form to the Academic Health Center Office of Finance and Administration along with a copy of the P-Card receipts. AHC F&A will review all documentation and sign the form. Units will retain a copy and make them available upon request.