**REQUESTING GIFT CARDS FOR NON-HUMAN SUBJECTS AND NON-EMPLOYEES**

Please copy the 18 items below and include your response to each item (in a different font color). Obtain PI/Approver approval, and then submit to your fund manager and cc Valencia Moody. Once the fund manager approves, Valencia will submit the email for processing.

1. Please confirm in a **clear statement** that the gift cards are not to be given to Human Subjects
2. Please confirm in a **clear statement** if the gift cards are paid for under IRB
3. Are the recipients UC employees?
4. The 4 **digit** department **number** to charge them to 1550
5. Name of department Family Medicine
6. The full FAU – Use Project Code: COVID – if the requirement is prompted by Work from Home restrictions
7. Requestor 10 digit phone number
8. Number of gift cards
9. Type of card: physical or digital (ecard) [Amazon codes are delivered in excel format and forwarded to you for distribution.  Otherwise check your retailer web site to confirm they have the quantity and denomination you are requesting.  NOTE:  Requests must comply with BUS-79. Amazon delivers Amazon codes in 24 hours, all others take 2 weeks for delivery.]
10. Denomination of gift cards - $10.00 per card minimum per CA Civil Code Section 1749.5
11. Retailer \* – [Amazon will continue to be ordered from Amazon most other cards, plastic or digital, will be ordered from NGC if available. Amazon delivers in 24 hours, all others take 2 weeks for delivery, allow 5 days for order placement.  Kroger/Ralphs grocery ecodes are available direct from Kroger.  Visa cards are ordered from US Bank.]
12. The purchase of meal gift cards ( e.g. Door Dash, Grubhub, Ubereats) for students requires a Dean’s or Vice Chancellor’s approval.  (e.g. Virtual Graduation, Virtual Orientation, Grad Night, Movie Screenings or other events).
13. The total value each individual receives in gift cards (and other payments) from UCLA during a calendar year must be less than $600. The requestor is responsible for maintaining records of total value distributed to each individual.
14. Desired – NO GUARANTEE - delivery date, allow 5 days for order placement
15. Total value of gift cards  $
16. Gift card orders **CANNOT** be cancelled or returned
17. Copy Rowena Padua on all requests
18. Ship to address for plastic cards: ESPECIALLY  DURING COVID SOCIAL DISTANCING RESTRICTIONS

**\* Retailer:** Please review the NGC web site, [https://www.ngc-group.com/](https://urldefense.com/v3/__https:/www.ngc-group.com/__;!!F9wkZZsI-LA!TxQIGn2UAqVh-7nk9q62XHZYqiH8CF1-hSAklspqgzt1chORDKMbn68fkh3rb5M-bYCE$) to assure your requested quantity and denomination are offered. If you request a card not offered by NGC, include the web site and confirm they offer the requested quantity, denomination and plastic or digital card.

*EXAMPLE:*

1. Please confirm in a clear statement that the gift cards are not to be given to Human Subjects (example: The requested gift cards are NOT for human subjects)  The gift cards are NOT for human subjects

2.    Please confirm in a clear statement if the gift cards are paid for under IRB (example: The requested gift cards are NOT related to IRB) The gift cards are NOT related to IRB

3.    Are the recipients UC employees?  (example: The recipients are NOT  UC employees) The recipients are not UC employees

4.   The 4 digit department number to charge them to  1760

5.    Name of department  Brain Research Institute

6.  The full FAU – Use Project Code – COVID – if the requirement is prompted by Stay at Home restrictions  431410-MC-34399-COVID-

7.   Requestor 10 digit phone number Phone # 310-825-5061

8.   Number of gift cards Six (6)

9.  Type of card: plastic or digital (ecard)  digital

10. Denomination of gift cards - $10.00 per card minimum per CA Civil Code Section 1749.5 Each one $75.00

11.   Retailer \* – Amazon will continue to be ordered from Amazon most other cards, plastic or digital, will be ordered from NGC if available. Amazon delivers in 24 hours, all others take 2 weeks for delivery, allow 5 days for order placement.  Kroger/Ralphs grocery ecodes are available direct from Kroger.  Visa cards are ordered from US Bank. All Amazon

12.  The purchase of meal gift cards ( e.g. Door Dash, Grubhub, Ubereats) for students requires a Dean’s or Vice Chancellor’s approval.  (e.g. Virtual Graduation, Virtual Orientation, Grad Night, Movie Screenings or other events). Attach email approval from Dean if applicable

13.   The total value each individual receives in gift cards (and other payments) from UCLA during a calendar year must be less than $600. The requestor is responsible for maintaining records of total value distributed to each individual.

14. Desired – NO GUARANTEE - delivery date  No later than May 27, 2021

15. Total value of gift cards  $    $450.00

16.  Gift card orders CANNOT be cancelled or returned

17.  Copy Rowena Padua on all requests

18.   Ship to address for plastic cards:  DURING COVID SOCIAL DISTANCING RESTRICTIONS ONLY  123 Main St., Los Angeles, CA 90034