

Gift Card Log & Waiver of Privacy for Participants receiving more than \$600

Gift Card Log				
	Gift Card Number	Student Name	Date Distributed	Student Signature
example	179-546-899	Jackson Smith	1/31/2012	<i>Jackson Smith</i> (actual signature needed)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

If the grant has approved participants to receive gift cards, then this log is required. The PI is responsible for keeping all original itemized receipts for purchase of gift cards. The PI must then make a photo copy of the back of all gift cards where the gift card number is shown. That gift card number should be written under the column “Gift Card Number” in the log. The person that receives a gift card will then need to sign by the gift card number of the card they have received. In order to clear this expense and charge to the grant appropriately, the PI will need to submit the itemized original receipt, the completed and filled gift card log, and the photo copies of the gift cards.



**CALIFORNIA STATE UNIVERSITY, FULLERTON
 AUXILIARY SERVICES CORPORATION**

Waiver of Privacy for Participant Incentive Payments in excess of \$600

Project Title	PI Name	Date
I understand that I will no longer be an anonymous participant in this study because I have received \$600 or more in a calendar year for human subject incentive payments by the CSUF Auxiliary Services Corporation. I also understand that my personal information, including my name, address, and social security number will be released to the Accounting Office for the purpose of payment to me and for tax reporting.		
_____ Participant's Name (please print legibly):		
_____ Signature of Participant	_____ Date	

Some projects that are subject to HIPPA laws will not have to complete the gift card log with the participant's names; however in the event a participant receives over \$600 in one calendar year, the participant will need to sign this waiver of privacy since the IRS dictates that any payment received over \$600 in one calendar year must be reported to them for tax purposes.