

Participant Incentive Payments

Gift Cards

If gift cards are to be used for grant participant incentive payments, the cards must be purchased either by an individual or by a non-state funded account, such as a departmental foundation account. P Cards may not be used to purchase gift cards, and most department stores will not accept a purchase order from the University for gift cards.

The back-up documentation necessary for grant funds to reimburse an individual or an alternate account for gift card purchases is:

- An original receipt of the purchase
- A brief narrative explaining what the participant did to earn the gift card
- A completed Cash/Payment Log that includes the participant's name, the amount of the payment/gift card, and the participant's signature

University Check

An alternative method for paying participant incentive stipends is to issue a University check to the participant. If this method is chosen, the individual receiving the payment must complete a W-9 form, a Vendor Profile, and a Research Participant Record of Payment. These forms are located on the Purchasing Department's website:

http://www.westga.edu/assetsDept/purchasing/W-9_Blank.pdf

http://www.westga.edu/assetsDept/purchasing/Vendor_Profile.pdf

Additionally, a participant log must be maintained, and must include the participant's name, the amount of the payment to be received, and the participant's signature. A narrative from the PI stating what the participant did to earn the payment would also be necessary.