

## GIFT CARDS REIMBURSEMENT TIPS

1. The following items must be submitted when requesting reimbursement for the purchase of gift cards:
  - a. A paid receipt for the purchase of the gift cards
  - b. An approval from CBO or designee
  - c. Recipient's name or if anonymous the participant's ID number
  - d. Purpose of gift card
  - e. Signature or initials of study participant or recipient, if available
2. When submitting the reimbursement for the purchase of the gift cards GL 446788 should be used.