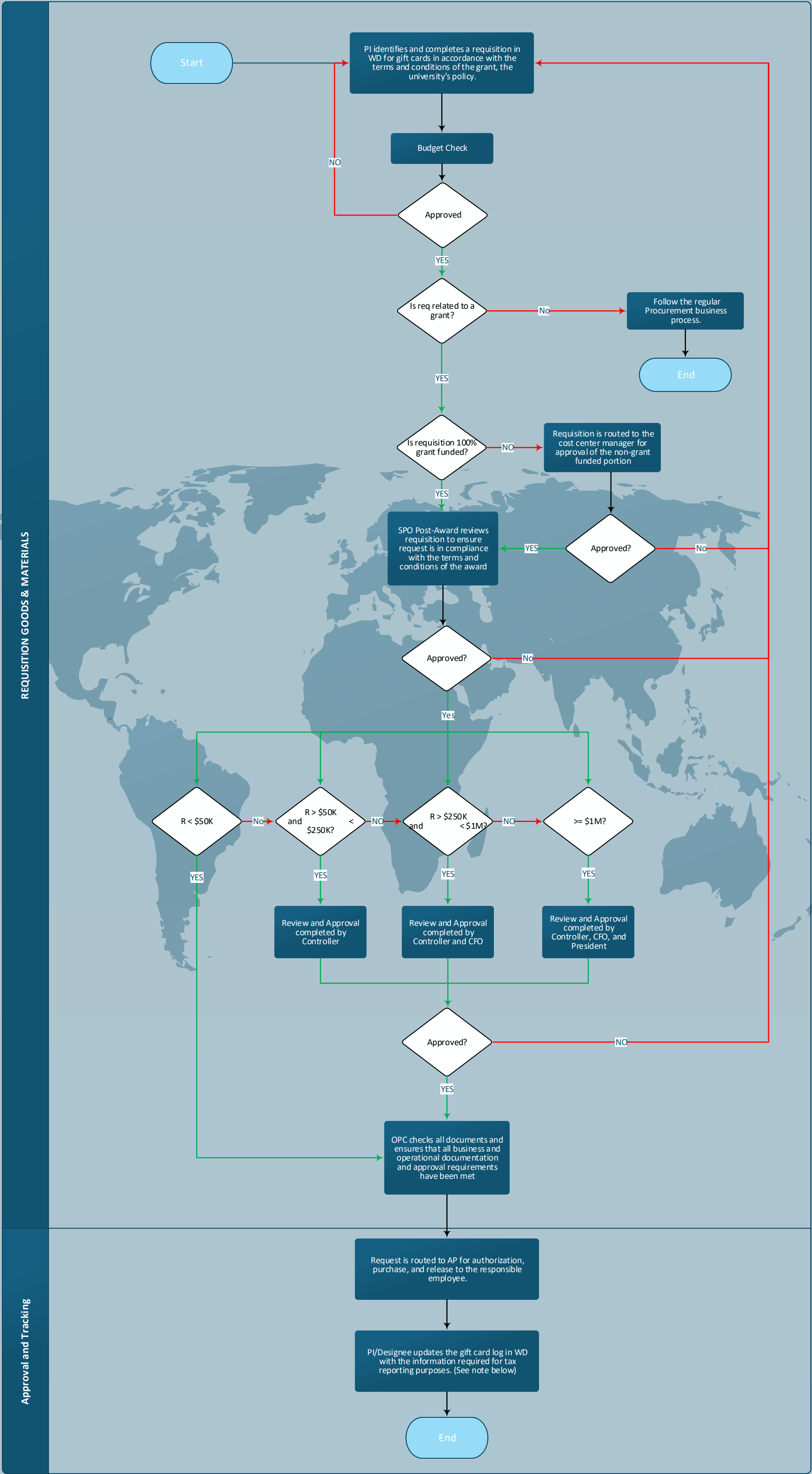


Gift Card Process



Key:  
PI - Principal Investigator  
PD - Program Director  
ACH - Automated Clearing House  
SUA - Single Use Account  
P.O. - Purchase Order  
CFO - Chief Financial Officer  
SPO - Sponsored Program Office  
OPC - Office of Procurement and Contracting  
WD - Workday

Note: Responsible Employee has primary responsibility for safekeeping, maintenance, and proper usage of the gift cards.