



University of California San Diego

HUMAN SUBJECT PROCUREMENT CARD CARDHOLDER ADDENDUM

The Human Subject Procurement Card is a unique tool within the Procurement Card program that differs from the standard Procurement Card in that it is solely designed to meet the specific procurement needs of compensating human subject study participants. These differences along with important information about the Human Subject program and card usage are outlined below. Deviation from these requirements may affect your eligibility to continue with this unique card program.

- The Human Subject Procurement Card is restricted, by policy, to the purchase of merchant gift cards that will only be used to compensate human subject participants. This card cannot be used for any other type of purchases.
- There is one card per study. There is the option of one card for multiple studies. However, if this option is chosen a single purchase cannot be split between studies. Only one IRB number can be entered on each transaction Comment field and the attached documentation must match this entry.
- All policy and procedures of the Human Subject program need to be adhere to, including the quarterly certification and other documentation requirements
- Timely submission of the transaction receipts must be expensed in Concur.
- Card limits include a transaction limit of \$4999 and cycle limit of \$10,000 (cumulative total of all transactions within the cycle). The cycle period begins the 16th of every month.
- Ownership and cancellation of the Human Subject Procurement Card follows the same guidelines outlined in the Procurement Card Cardholder Agreement
- New studies - a copy of IRB Approval Letter along with the UCSD IRB approved Informed Consent form outlining Compensation for Participation must be submitted to the Procurement Card Human Subject Department Administrator prior to any purchase
- Only the cardholder listed below can make purchases using this card

As a Human Subject Procurement Card cardholder my signature below confirms that I have read and agree to comply with all requirements and policies for both the Human Subject program and the Human Subject Procurement Card program, which also includes policies within the standard Procurement Card program. I understand my eligibility to participate in this program is dependent on meeting all requirements.

Please print, sign and submit this form via the UC San Diego Services and Support Portal. Retain a copy of this agreement for your records.

Cardholder Printed Name

Cardholder Signature

Date