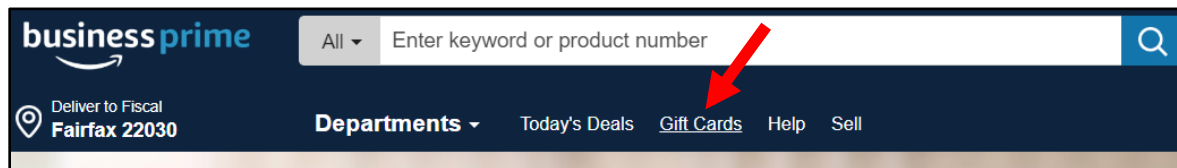


Amazon Business Gift Cards

Academic Units may purchase Gift Cards for research subject payments using a Mason P-Card. The gift cards must be physically secured at all times by lock and key. Gift cards may only be for research subject payments in accordance with the Institutional Review Board (IRB). Instructions for purchasing gift cards through a Mason Amazon Business account are provided below.

Step-by-Step

1. Login to your Mason [Amazon Business](#) account.
2. Select "Gift Cards" from the top menu



3. Select the type of gift card – eGift or Mail (Do not select, Print at Home)



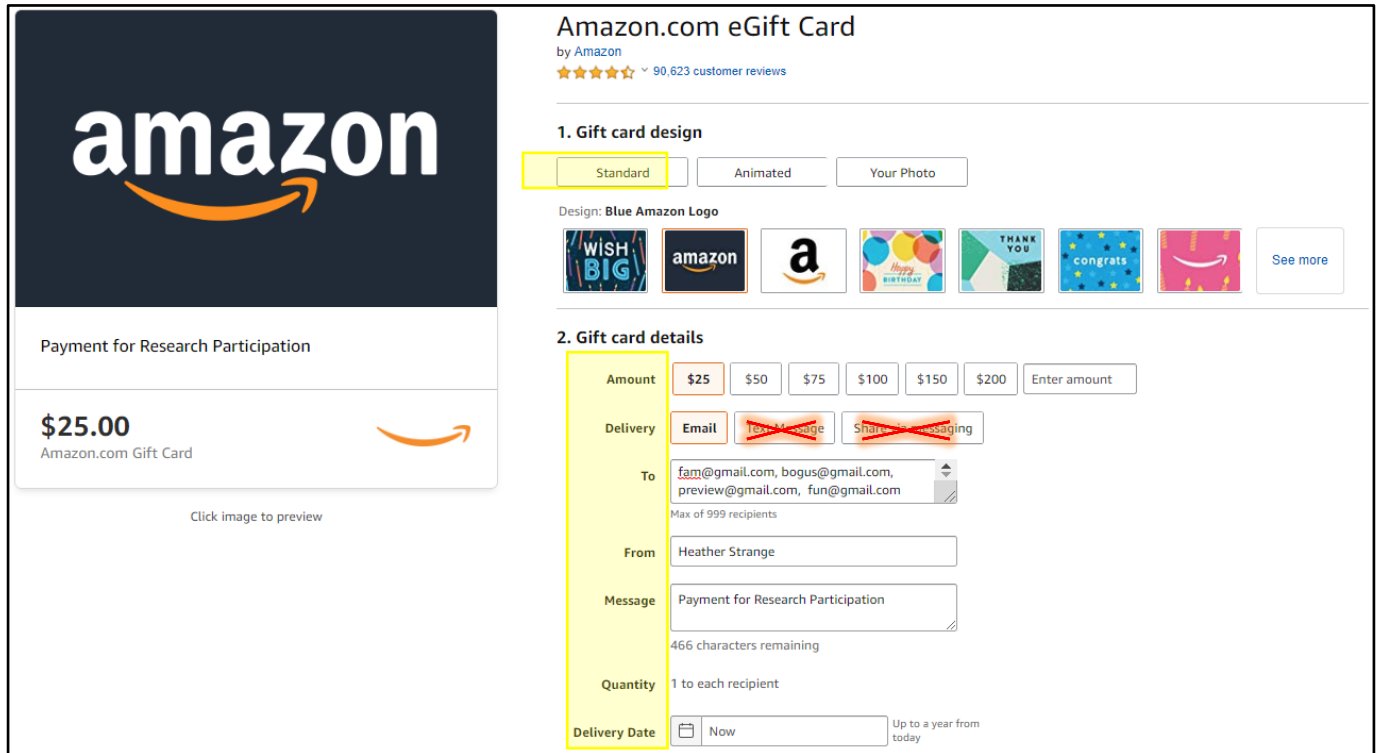
4. **For Mail gift cards**, select the type of card, choose an amount per card, and enter the quantity required. Then, *Add to Cart*. *All orders should be noted as "Free Shipping."



5. You do not need to enter a PO Number. If the purchase is over \$5,000, most users will require a single transaction "lift" to complete the purchase on a Mason P-Card. Users should request the lift prior to attempting the order by submitting the [P-Card Maintenance Form](#) for a "Single Transaction Limit Increase" to pcardadm@gmu.edu.

Amazon Business Gift Cards

6. For **eGift cards**, choose a design, assign an amount per card, and select “Email” as the delivery method. (*Do not select “Text Message” or “Share via messaging”*). In the *To* section, enter each recipient’s email address separated by a comma. Enter your name in the *From* section and include a message stating the eGift card is for research participation. Ensure the Quantity is “1 to each recipient” and verify that the total quantity has updated correctly prior to clicking *Add to Cart*. **Only initiate payment by eGift card after the research participant has completed their contribution. Gift card are non-refundable and the recipient will receive the email gift card immediately upon Check Out.*



Amazon.com eGift Card
by Amazon
★★★★★ 90,623 customer reviews

1. Gift card design

Standard | Animated | Your Photo

Design: Blue Amazon Logo

WISH BIG | amazon | a | Happy BIRTHDAY | THANK YOU | congrats | See more

2. Gift card details

Amount: \$25 | \$50 | \$75 | \$100 | \$150 | \$200 | Enter amount

Delivery: Email | ~~Text Message~~ | ~~Share via messaging~~

To: fam@gmail.com, bogus@gmail.com, preview@gmail.com, fun@gmail.com
Max of 999 recipients

From: Heather Strange

Message: Payment for Research Participation
466 characters remaining

Quantity: 1 to each recipient

Delivery Date: Now | Up to a year from today

7. You do not need to enter a PO Number. If the purchase is over \$5,000, most users will require a single transaction “lift” to complete the purchase on a Mason P-Card. Users should request the lift prior to attempting the order by submitting the [P-Card Maintenance Form](#) for a “Single Transaction Limit Increase” to pcardadm@gmu.edu.
8. A [Disbursement Log](#) must be completed for all research subject payments.
9. Responsibilities, disbursement and reconciliation instructions are available on the [Gift Cards for Research Subjects Guide](#).

For assistance with an Amazon Business account, please contact purch1@gmu.edu. Additional information on gift cards for research subjects is available on the [Payment Overview](#).