

This quick reference guide (QRG) supports requisitioners who may create a purchase requisition for Gift Cards. Please visit the Procurement Help page for more information on our policies and practices around purchasing gift cards for research subjects or workshop participants. The requisition must include the study title, responsible party/custodian, Grant worktag, and the control number issued by the Treasurer's Office in the Memo field.

All Gift Cards are delivered to the Treasurer's Office for verification*. Once verification is complete, the custodian will be notified to pick up the Gift Cards from the Treasurer's Office.

CREATE A PURCHASE REQUISITION

1. Type and select the **Create Requisition** task in the search bar.

The *Create Requisition* screen displays.

2. The **Requester** should be the name of the requisitioner creating the requisition.
3. For **Requisition** Type, select P-Card.
4. For **Deliver-To** location, select Central Building | 01 | 1/092. For **Ship-To** address, leave the default of 800 Cottage Drive.

*If you are located outside of the main campus in Little Rock, you may ship the gift cards directly to your location. You must notify UAMS Treasurer's Office (Gina Fielder) via email when you receive the gift cards.

Tip: To refine and limit your search results, provide as much detail as possible in your search text. To quickly find this deliver-to location, type "Central 1/092" in the Deliver-To field and hit Enter.

5. Add a driver worktag (e.g., **Grant**) and verify the **Fund**, **Cost Center** and **Additional Worktags**. Cost Center, Fund, and NACUBO Function are required on all spend transactions.
6. Click **OK**.

Create Requisition ?

Requester * [Redacted] ⋮

Requesting Entity [Redacted] ⋮

Company * x University of Arkansas for Medical Sciences ⋮

Currency * x USD ⋮

Requisition Type * x P-Card ⋮

Deliver-To * x UA System | All Institution Locations > UAMS > UAMS_CAMPUS > UAMS | Central Building > UAMS | Central Building | 01 > UAMS | Central Building | 01 | 1/092 ⋮

Ship-To * x 800 Cottage Drive Little Rock, AR 72205 United States of America ⋮

Cost Center [Redacted] ⋮

Designated [Redacted] ⋮

Grant [Redacted] ⋮

Program [Redacted] ⋮

Project [Redacted] ⋮

Agency [Redacted] ⋮

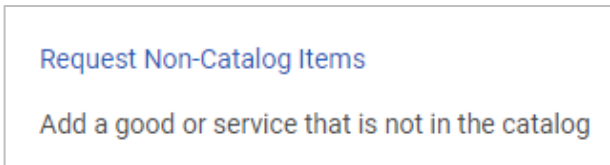
Fund [Redacted] ⋮

Additional Worktags [Redacted] ⋮

OK **Cancel**

The *Create Requisition* screen displays.

7. Click the **Request Non-Catalog Items** hyperlink.



The *Request Non-Catalog Items* screen displays. You will complete Steps 8-17 for each line on the requisition.

8. Select the **Request Goods** radio button.

Non-Catalog Request Type

Request Goods

Request Service

9. Enter **Item Description**. The item description should include the \$ amount being requested to be loaded to the gift cards, the name of the study or workshop, the custodian's name, and the petty cash control number. See the screenshot on the next page.

10. Enter **Supplier Item Identifier**. Use N/A as the Supplier Item Identifier for gift cards.

11. Select SC0474 Gift Cards as the **Spend Category**.

12. Select AMAZON/US BANK-CREDIT CARD ORDERS as the **Supplier**.

13. Enter the requested **Quantity**.

14. Enter the requested \$ amount for each gift card as the **Unit Cost**.

15. Select Each as the **Unit of Measure**.

16. Enter **Memo**, as applicable.

17. Click **Add to Cart**.

Goods Request Details

Item Description * Quantity and \$ amount requested for the gift cards (ex: 10 gift cards at \$50 each) for Purpose and Research Study/Workshop name (ex: research participant gift cards for _____ study); Petty cash control #XXXX; Custodian Name (person receiving and responsible for maintaining control of gift cards)

Supplier Item Identifier N/A

Spend Category * Recommended SC0474 Gift Cards

SC0474 Gift Cards ...

Supplier AMAZON/US BANK-CREDIT CARD ORDERS ...

Supplier Contract

Quantity * 10

Unit Cost 50.00

Unit of Measure * Each

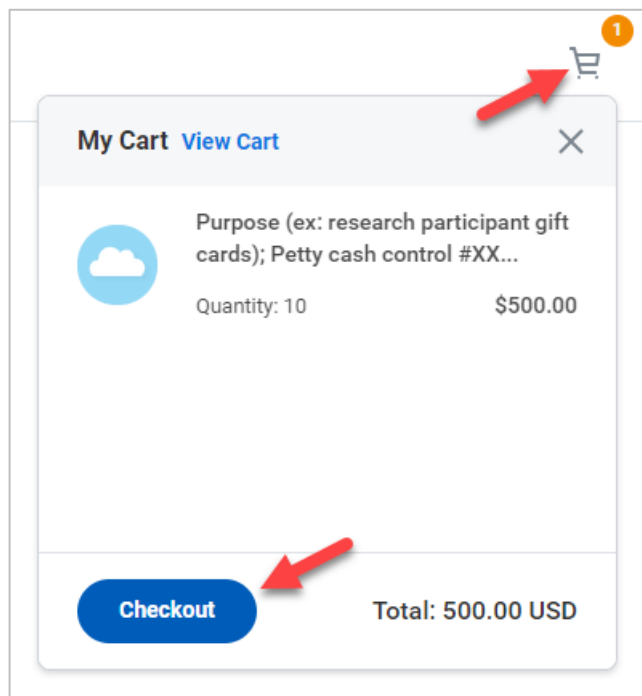
Extended Amount 500.00

Memo

Continue Shopping ▾ **Add to Cart** Cancel

A success pop-up window displays indicating item added to the cart.

- Repeat Steps 8 through 17 to enter additional lines to the requisition if you have differing \$ amounts for the gift cards being requested. For example, if you were requesting to purchase 10 gift cards at \$50 each and an additional 10 gift cards at \$25 each, those two requests would each require their own requisition line.
- Once all items have been added to the cart, click on the **Shopping Cart** icon and select **Checkout**.



The *Checkout* screen displays.

- Enter **Request Date**. This will auto-populate with the current date.
- Enter an **Internal Memo** to document on the requisition header the study title, responsible party/custodian, and the control number issued by the Treasurer's Office. This will print for the Treasurer's Office on the UAMS Receiving Ticket.

Internal Memo	Gift cards for research participants for Smith's 2024 Tobacco study. Petty cash control #5555; Custodian is Erin Quimby
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- 22. Review the **Goods** lines of the requisition.
- 23. Confirm that Central Building | 01 | 1/092 is the Deliver-To location, that 800 Cottage Drive is the Ship-To Address on each line. The requester's name will populate in as the Ship-to Contact. Update the **Ship-to Contact** on each line to Gina Fielder.

Deliver-To	*Ship-To Address	Ship-To Contact
<ul style="list-style-type: none">UA System All InstitutionLocations > UAMS > UAMS_CAMPUS > UAMS Central Building > UAMS Central Building 01 > UAMS Central Building 01 1/092	<ul style="list-style-type: none">800 Cottage DriveLittle Rock, AR 72205United States of America	<ul style="list-style-type: none">Gina P Fielder

- 24. Ensure that each line contains an Order-From Connection and Supplier.

Order-From Connection	Supplier
<ul style="list-style-type: none">UAMS_24030-AMAZON/US_BANK-CREDITCARD-SEATTLE-WA	<ul style="list-style-type: none">AMAZON/US BANK-CREDIT CARD ORDERS

- 25. Upload applicable attachments in the **Attachments** section.
- 26. Click **Submit** once the requisition is complete.

NEXT STEPS

The requisitioner's role is complete in creating a purchase requisition. By clicking **Details and Process**, requisitioners can view the steps thus far completed. Any changes or approvals made to the purchase requisition are tracked in the **Process History** table on the requisition.

An approver receives a Workday Inbox task to approve, deny or send back the purchase requisition. An approver must provide a reason if sending the requisition back.

The requester will receive a notification when the P-Card purchase order has been issued.

RECEIPT OF GIFT CARDS

Once the gift cards have been received at UAMS, the custodian indicated on the associated Petty Cash Fund will be contacted by the Treasurer's Office when gift cards are ready for pickup.

Central receiving will create a receipt in Workday for gift cards shipped to 800 Cottage Drive. Please verify that a receipt has been created against the purchase order. If the gifts cards have not already been received in Workday, the requisitioner will need to create the receipt.

The requisitioner is responsible for creating the receipt in Workday for gift cards shipped directly to off-site locations.