



Nusenda VISA Incentive Card Request Form 2/14/20

- ✓ Use this form to request the purchase of Nusenda VISA gift cards for Participant Incentives (MINIMUM 20 cards PER ORDER)
- ✓ Gift cards are prepaid debit cards and do have an expiration date. After 12 months an inactivity fee will be charged until the balance reaches zero
- ✓ Reportable Payments Incentives/Awards/Prizes/Other form must be emailed to Accounts Payable with Nusenda Order
- ✓ Gift cards cannot be returned.
- ✓ Accounts Payable will process a Journal Voucher to charge your index for your order and contact you when the cards are ready to be picked up, typically within 5-10 business days.

Upon notification, Cards can be picked up at the Nusenda Administrative Center, 4100 Pan American Frwy, Bldg C
 Ask for Sherry Nagel SNagel@nusenda.org (505)-889-2564. UNM ID is required for pickup.

Date: _____

PLEASE INDICATE THE QUANTITY AND DENOMINATION OF NUSEND A VISA CARDS YOU WOULD LIKE TO PURCHASE

Number of cards needed: _____	X	Denomination per Card: \$ _____ <small>(\$10 MINIMUM)</small>	=	\$ _____
Number of cards needed: _____	X	Denomination per Card: \$ _____ <small>(\$10 MINIMUM)</small>	=	\$ _____
Number of cards needed: _____	X	Denomination per Card: \$ _____ <small>(\$10 MINIMUM)</small>	=	\$ _____
TOTAL CARDS NEEDED: _____	X	Fee per Card \$2.00	=	\$ _____
Grand Total:				\$ _____

Please indicate the following:

- Name of study _____
- Why the cards are be requested _____
- How it benefits the University _____

UNM Employee who will pick up your order at Nusenda: _____

Requestor Name: _____ Dept: _____

Contact Phone: Index _____ Email: _____

to be Charged: _____ Signature: _____

Upon completing this form, please scan & email to acctspay@unm.edu

Questions? Email acctspay@unm.edu or call 277-2014

ACCOUNTS PAYABLE USE ONLY:			
		Billed on JV#	_____
DR	_____	4640	\$ _____
CR	113004	A921	\$ _____



Reportable Payments
Incentives/Awards/Prizes/Other

Department agrees that all conditions of Administrative Policies and Procedures – Policy 2480 Incentives for Program Participants have/will be met.

<http://policy.unm.edu/university-policies/2000/2480.html>

Incentives/Awards/Payments/Prizes may be taxable to the individual.

*Your department **must** report each payment for each recipient to the appropriate department within 10 business days of the event with Banner Id when applicable.



2480-under-600.pdf

Less than \$600 - <https://policy.unm.edu/common/documents/2480-under-600.pdf>

More than \$600 - <https://policy.unm.edu/common/documents/2480-600-or-more.pdf>

- All incentives/awards/payments issued to employees must be reported to Payroll.
- All Incentives/awards/payments issued to non-employees must be reported to Accounts Payable when applicable.
- All incentives/awards/payments issued to non-resident aliens must be reported to the University Taxation Department for approval prior to the program or event.

*Your department must maintain proof of reporting to Accounts Payable, Payroll or Taxation in the event that this transaction is selected in a future audit.

Signature (I understand and agree to comply with the stated reporting requirements)

Printed Name and Title

Date