Internal Incentives Process:

1.) Tracking Transitions: 3200005556
   a. Title of Incentive Payments
      i. Summer Skill Series ($300)
      ii. ILY Milestone Incentive (18 Yr. Old. $50, 19 Yr. Old. $75, 20 Yr. Old. $100)
      iii. LYFT Curriculum ($250)
      iv. NYTD Survey ($75)
      v. Exit Survey ($100)
      vi. ILY Miscellaneous Milestone
   b. Payment Options:
      i. Gift Cards: (PerfectGift.com). We use a Visa gift card with a 24-month expiration date and a random 4-digit redemption code.
      ii. Payment Processing: ACH Payments. These are not typically used so they will require a blanket exception form (See page 6 for an example).
   c. Payment Process:
      i. DCBS will upload participant list through Smartsheet by the 10th of each month.
      ii. The Incentives Coordinator will pull that list within 2 business days of receiving it.
      iii. The Incentives Coordinator will review and create the Disbursement form and Authorization form. (Example of form are on page 6)
      iv. Forms will be sent through two approvals.
         (1.) The business office will confirm documents are completed correctly and approve it to be submitted to the Principal Investigator (PI).
         (2.) The Incentives Coordinator will send both documents to the PI to approve the list of participants and sign the authorization form.
      v. Once the PI signs and returns the signed Authorization Form, the Incentive Coordinator will place the order with Perfect Gift.
      vi. After the gift cards are purchased, the IC will create a Purchase Request (PR) and attach all the supporting documentation.
         1. Perfect Gift Receipt
         2. Authorization Form (Signed)
         3. Excel Spreadsheet with name of Participants
         4. Exception Request (Fully executed)
         5. Disbursement Form (Signed)
      vii. The PR will verify the funding available by Business Office, and that PI approves the amount to be reasonable, and the correct project has been selected.
      viii. After PR has been approved, IC will submit to Accounts Payable
         1. Perfect Gift Receipt
         2. Disbursement Form
         3. Exception Request.
      ix. Payment will be released from Accounts Payable to Perfect Gift within 2-3 weeks.
      x. Perfect Gift will release funds to Participants 5 business days after the payment is received from Accounts Payable.

2.) Fostering Success: 3200005475
  a. Title of Incentive Payments:
    i. Earn and Learn (Various Amounts)
  b. Incentive Payment Option:
    i. PRD (A check cut directly to the participants)
    ii. Can also be paid with an ACH Transmittal
      1. Exception Request (See page 7 for an example) will be acquired if ACH payment is the payment for Incentive.
  c. Payment Process:
    i. The Incentives Coordinator will pull the list from the Program Coordinator using the ILY Smartsheet by the 10th of the month (anyone not included in that time frame will have to go on to the next month's list).
    ii. The Program Coordinator will submit a Purchase Request for approval from the PI (Dean Miller).
    iii. The Incentives Coordinator will process all incentive payments within 2 business days of receiving the list.
    iv. The Incentives Coordinator will review and decide which payment method is the best for the specific case scenario.
    v. If the participant receives $100 or more and will be paid with a check, they must be set up as a vendor in Payment Works, which the Program Coordinator will communicate with the Incentives Coordinator.
    vi. Upon receiving the list, the Incentives Coordinator will initiate a Purchase Request that will go through 2 approvals.
      1. The business officer will confirm documents are completed correctly and approve it to be submitted to the principal investigator (PI).
      2. The Incentives Coordinator will send both documents to the PI to approve the list of participants and sign the authorization form (if applicable) and approve the PR.
    vii. Once the PR is approved, the Incentives Coordinator will begin processing the ACH Transmittal.
      1. First, an authorization form will be made and signed by the PI (Principal Investigator).
      2. The Incentives Coordinator will fill out a Disbursement Form and sign it as well as have another authorizing official sign.
      3. The Incentives Coordinator will also go ahead and place the order for Perfect Gift.
    viii. Once the disbursement form is signed, the Incentives Coordinator will send the disbursement form to compensation.

3.) KY-KINS: 3200005478
  a. Title of Incentive Payments
    i. KY-KINS ($75)
    ii. KY-VIP Peer Support Program ($100)
  b. Incentive Payment Option:
    i. PRD- a check cut to the individual for their participation in the program.

c. Payment Process:
    i. Program Coordinator will upload the invoice to ShareFile.
    ii. Program Coordinator will also submit a Purchase request or send a PaymentWorks invitation as needed.
    iii. The Incentives Coordinator checks the shared spreadsheet and ShareFile once weekly and updates it accordingly.
    iv. Any person who participated in the KY-KINS program before September 1, 2023, will be receiving $150 in 3 separate payments. However, if they participated after this date, they would receive 1 payment of $75 instead.
    v. When entering the PRD into the system, you want to make sure that you include the following:
        1. External Invoice Number (Which can be found on the "External Invoice" tab on the spreadsheet tracker)
        2. Payment Works number (if applicable)
        3. The participants name and address (if they do not have a PW number)
        4. The Product category, GL number, and account number
        5. The invoice and approved Purchase Request (PR)
        6. Lastly, an internal note or justification as to why this payment needs to be made.
    vi. After submitting the PRD, the Incentives Coordinator will update the spreadsheet with the following information.
        1. PRD Status (Awaiting approval, or finished)
        2. The external invoice number is associated with the PRD.
        3. The internal invoice numbers.
        4. The date that the PRD was entered and amount.
    vii. The PRD will go through 2 approvals, the Business Officer will approve the PRD and Accounts Payable will approve it and send out the check. (Note: Postage is free)
    viii. Once the PRD is approved, the Incentives Coordinator will go into the spreadsheet and update the status to "Finished" and enter in the date that it was approved. (Note: The PRD will say "posted on backend" when it's completed).
    ix. Lastly, the Incentives Coordinator will go into Smartsheet and enter the dates of approval and once all payments have been received, you can click the box that says, "PR is completed."

4.) Foster Parent Mentor Program: 3200005528
  a. Title of Incentive Payments:
    i. Foster Parent Mentor Incentive payments ($25)
    ii. Foster Parent Mentor Final Survey ($200)
  b. Incentive Payment Option:
    i. PRD (A check paid directly to participants and is the most common type of payment)
    ii. ACH Transmittal

        1. When using an ACH Transmittal, you will need a blanket Exception form and it is only used for annual survey participants.

c. Payment Process:
    i. The Program Coordinator submits a PR with the list of participants (Name, email, address, and amount) and signed authorization form via Smartsheet.
    ii. Once the Incentives Coordinator receives that list, the Incentives Coordinator (IC) will begin processing this list within 2 business days.
    iii. The Incentives Coordinator will gather all supporting documentation to process the PRD. This includes:
        1. An approved Purchase Request (PR)
        2. A statement of participation including a mailing address signed by both the participant and the Program Coordinator
    iv. If the participant receives more than $100 in a year, the program coordinator will set them up as a vendor in Payment Works.
    v. Once the Incentives Coordinator receives all the information for the participant, the IC will go in and initiate a PRD for the participant.
    vi. To initiate a PRD, you will need the following information:
        1. An approved PR for the participant with the amount and account number
        2. An approved statement of participation with the participant's signature and address.
        3. An internal note with a justification for the payment.
    vii. Once again, we will update the spreadsheet tracker, the Incentives Coordinator will update the spreadsheet with the following information:
        1. Participants name
        2. External invoice number
        3. Internal invoice number
        4. Status of PRD (Awaiting Approval or Finished)
        5. Payment Works number
        6. Date the PRD was initiated.
        7. Amount of PRD
        8. Account and GL number.
    viii. The PRD will go through 2 approval processes.
        1. First, the Business officer will approve the PRD and make sure there is enough funding.
        2. Then, Accounts Payable will approve and cut the check. (Note: Postage is free)
    ix. Once the PRD is fully approved, the Incentives Coordinator will update the spreadsheet with the date that the PRD was fully approved. (Note: the PRD will say "Posted on Backend" when it is complete).
    x. Lastly, the Incentives Coordinator will go into Smartsheet and enter the dates of approval and once all payments have been received, you can click the box that says, "PR is completed."

Appendix 1

Disbursement Request ***(Please note: A form needs to be created for each account and everytime a new list of participants is submitted.)***

Clear Form

UK UNIVERSITY OF KENTUCKY
Disbursement Request

DR Number: D 8T110 00010
Date: 01/19/24
SAP Document No.:

Payee Information		Departmental Information	
Payee Name: Perfect Gift, LLC		Dept. Name: College of Social Work	
Address 1: 495 Mansfield Avenue		Contact Person: Sarah Orr	
Address 2:		Address 1: 120 Patterson Office Tower	
Address 3:		Address 2: Office #645	
City/State/Zip: Pittsburgh, PA 15205		Address 3: Lexington, KY 40506	Speed Sort:
		Email: sarah.alegria@uky.edu	

Bank Transfer Request

If this is a request for disbursement by bank transfer please check here ✓ and complete Page 2.

Note: Bank fees for wire transfers will be charged to the originating department.

Description for Disbursement

Transfer of funds to 3rd party vendor for bulk order of incentives for Tracking Transitions. These distributions are part of contractual obligation under a sponsored project. Incentives will be emailed directly from 3rd party vendor to participants. Payment is for ecash incentives and associated fees. PRD (Check) is not accepted.

Total Disbursement Amount

5,456.65

Accounting Information

G/L Acct.	Amount	Assign. No.	Cost Center	Internal Order	WBS Element	Fund	Earmarked Funds	Item
530172	5350.00				3200005556			
530112	106.65				3200005556			

AUTHORIZATION FOR PAYMENT

I hereby certify that this Disbursement Request documentation and attachments are valid and in compliance with University of Kentucky policies and regulations.

Authorizing Official: Sarah Orr Digitally signed by Sarah Orr Date: 2024.01.26 12:16:49 -05'00' Date 1/26/2024

Approving Official: Megan Estes Digitally signed by Megan Estes Date: 2024.01.26 15:37:46 -05'00' Date 01/26/2024

Accounts Payable: ____________ Date ____________

University of Kentucky
Disbursement Request (Page 2)

DR Number: D 8T110 00010
Date: 01/19/24
SAP Doc. #:

Type of Bank Transfer Request		Currency Information	
☑ ACH	Wire - check appropriate box below ☐ Domestic ☐ International	☐ U. S. ☐ Foreign	Currency Type:

Purpose of Transfer
To pay for the current batch of digital gift cards for the Tracking Transitions Project. Invoice is attached

Pay to Beneficiary, Beneficiary Bank and ICF Bank Information (if applicable)					
Beneficiary Name	Perfect Gift, LLC		Phone	800-543-7927	
Address	495 Mansfield Avenue				
City	Pittsburgh	State	PA	Country	USA
Beneficiary Bank Name	PNC Bank, N.A.				
Address	249 Fifth Avenue, Pittsburgh, PA 15222				
Country	USA	ABA Number	043000096		
Account #/IBAN	1069908257	Swift Number			
Other International Instructions					
ICF Bank Name					
Address		ABA Number			
Account #/IBAN		Swift Number			
Account Name					

Cost Object to be Assessed for the Bank's Wire Fee

For Treasury Use Only			
Bank Account Name		Account Number	
Entered by		Approved by	
Transaction ID		Clearing Ref #	
Date Completed			

Instructions for Bank Transfer Request

Type of Bank Transfer Request - Check one.

Purpose of Transfer - Describe the purpose of the transfer. If the beneficiary has requested information be included with the payment, such as invoice number, contact person or program name, include here. This information will be entered as part of the description in the banking system to provide information to the beneficiary on the purpose of the payment.

Currency Information - If this is an international wire, enter the currency information.

Pay to Beneficiary, Beneficiary Bank and ICF Bank Information -

1. Verify the Beneficiary Name is exactly as named on the account or the wire may fail.
2. ABA Number - For domestic wires, you must include the beneficiary bank's 9-digit ABA number. For international wires, include the SWIFT/BIC code.
3. Account #/IBAN - Indicate the beneficiary bank account number. Indicate the 22-digit IBAN for international wires if available.
4. ICF - Intermediary/Correspondent Bank/Further Credit to - use only if applicable. Otherwise, leave blank.

Cost Object to be Assessed for the Bank's Wire Fee - Insert the cost object to be charged for the Wire Transfer Fees

Appendix 2

Blanket Exception Form *(Please note: form needs to be resubmitted annually)*:

UNIVERSITY OF KENTUCKY
REQUEST FOR EXCEPTION TO BUSINESS PROCEDURES

1. For complete instructions, refer to Business Procedures Manual Section E-1-2 prior to requesting an exception.
2. Exceptions cannot be granted for laws, contract provisions, or restrictions imposed by donors and sponsors.
3. Fill out form completely, attach documentation, and obtain required signature(s). Examples of documentation - airline ticket receipt, or copy of contract requiring payment at time of service when requesting pick-up of checks for speakers.
4. Email form to: UFS@uky.edu . Alternatively, it may be faxed to: (859)257-4805

Date: 11/2/2022 **Request for:** Exception ☐ Blanket Exception ■

Department Name: College of Social Work **Department #:** ____________

WBS Element (if applicable): ____________

Exception is requested for the following policy (check all that apply):

Travel Related (Business Procedure E-5-1)

Traveler Name:____________ **UK Person ID:**____________ **Amount Requested:** ____________

1. Reimbursement amounts for foreign lodging is limited to federal per diem rate –Advance Approval Requested for overage > 10% ☐
2. Other travel (describe below) ☐

Note: Cost Comparison Non-Compliance Exceptions are not necessary for failure to secure valid cost comparison as reimbursement will be based upon historical airfares as explained in BPM E-5-1. Traveler must substantiate expenses within 60 days of return date.

3. Checks must be mailed (if check pick-up is requested, include the person's name who will pick it up in the justification) ☐
4. Misuse of the Procard (such as using for alternate vendor airfare or combining personal/business airfare or using for restricted commodity (describe below) ☐
5. Other (describe below) ☐

Compensation to Research Subjects (E-9-1) - loadable card

Justification for Request (explain why exception should be granted/why policy was not followed):

Requesting exception to use ACH/Wire transfer for payments to 3rd party vendor (PerfectGift.com) for e-cash card distribution. Once vendor terms and conditions are approved by Purchasing, orders will be made by dept staff and the ACH/Wire request will be submitted to AP. Once the vendor receives the funds transfer, they will distribute the e-cash cards. Physical loadable cards are not a viable option for the population being served. These groups are known to move often and email is the only consistent means of communication. For this reason and others, many projects require e-cash cards per the budget and contract. The volume of cards plus card limits also make a declining balance card a poor option for these e-cash cards.

a) Include scanned copies of travel voucher and all documentation or provide TRIP number when requesting exception after travel has occurred.
b) If requesting approval for a preventable situation, include department procedures put into place to prevent a recurrence.

Contact Information:

Name: Ashley Cruickshank
Email Address: ashley.carr@uky.edu Phone Number: 859.257.5860

Approval(s):

Traveler signature: ____________ Date____________

Procard Owner (signature): ____________ (printed)____________ Date____________
(If reason #5 selected)

Business Officer (signature): Ashley Cruickshank Digitally signed by Ashley Cruickshank Date: 2022.11.02 08:54:17 -04'00' (printed) Ashley Cruickshank 11/2/22

Administrative, Provost, EVPHA or EVPFA (when required): ____________ Date____________

University Financial Services: Lexi Bugay Digitally signed by Lexi Bugay Date: 2022.11.11 09:06:03 -05'00' Date____________