SENIOR COMP PURCHASING PROCEDURES

To place an order for supplies for your senior comp you must do the following:

1. Speak with your advisor and get permission to purchase your item(s)
   a. Either purchase the items yourself and turn in a Comp Reimbursement Form.
   b. Speak with the Building Coordinator about ordering your item(s) for you.

2. If you are purchasing gift cards for a raffle, you MUST either:
   a. Request them through the Building Coordinator.
   b. Purchase them and turn them into the Building Coordinator with your Comp Reimbursement Form. On your reimbursement form please include the reason for your purchase as something like this “The gift certificates purchased were used as incentive participation in human research associated with this senior comp.”

PLEASE NOTE: AMAZON AND VISA/MASTERCARD GIFT CARDS ARE NO LONGER ALLOWED. All gift cards will be given to the raffle winners by the Building Coordinator. You must provide all the information to the Building Coordinator in a timely manner to both purchase and disseminate the gift cards. Gift cards must be $20 or under and you may purchase up to three cards.

Suggestions to select the winners:

1. Use their SONA ID numbers for the drawing.

2. Allow them to voluntarily add their name to a slip of paper at the time of the experiment and select from those names collected after your experiment is completed.

3. Add a link to form at the end of your survey to enter their email address.

Suggestions for gift card purchases:

- Allegheny Bookstore
- Meadville Market House
- Pennsylvania Sandwich Co.
- Tattered Corners
- Vacavi’s Cafe
- E Street Eatery
- The Movies at Meadville
- Restaurants around Meadville
- The Whole Darn Thing
- Vocelli’s Pizza

Rev. 3/21