Incentive Card Order Process

1. Sign-in to buyWay$
2. Select “Order Incentive Cards” under Service Contracts on the buyWay$ Home/Shop
3. Select cards and create shopping cart
4. For Research
   - Yes
     - Assign to Requisitioner
   - No
     - Complete “Statement of Responsibility” Form
5. Do you have an IRB Approval Letter?
   - Yes
     - Attach IRB approval and “Statement of Responsibility” form to requisition in buyWay$
   - No
     - Contact irb@clemson.edu to get approval
9. Complete “Statement of Responsibility” Form
10. Attach form to requisition in buyWay$
11. Submit cart for approvals
12. Verify everything is attached and correct
13. Assign to Requisitioner
14. Distribute cards, complete “Distribution Log” and attach to original requisition in buyWay$