

Ordering Vouchers for PPI volunteers

If your project involves working with PPI volunteers you may plan to purchase vouchers to use as a thank-you for their time in taking part in interviews or focus groups.

If you know you need to order vouchers follow this process:

How many vouchers do I need? Try to be realistic. It's better to order less at the top of the project and order more later if you need them as some have expiry dates attached to them.

Do I want e-code or hard copy? – e-codes have a longer expiry than hard copy, but hard copy may be better if the participants are not IT savvy or don't have an email address. Love2Shop, the University's approved supplier, have single store vouchers – Amazon, M&S, John Lewis etc - in their catalogue as well as their standard High Street voucher. Think about the kind of voucher you or your recipients might prefer.

Value of each voucher? A maximum of £25 per participant, for each piece of work they undertake, is allowed under the Universities Financial Regulations.

Will I need to send them by post? – if so build in charges for initial delivery of vouchers to WMS – this is around £7 – plus a second class stamp for each sae/receipts – 0.68p – for each voucher you send out as we need to see signatures for evidence of receipt for vouchers sent in the post.

Once you know all the above...

You need to write a business case – this is required for Fin Regs approval. It is short, and should include:

- information on **how the vouchers will be used** – i.e. for workshops/ interviews/focus groups
- **your timescales**, so when you think the vouchers will be distributed by
- **the cost-code** (including the WBS element) that the funding will come from
- **how the vouchers will be managed** – sent out in person or by post or email

Send the business case to your administrator who will request the approval to purchase. They then handle the purchase, raise a PO number, take receipt of the e-codes or hard copy vouchers, record the reference numbers and distribute them with the help of the PI/co-app. Once the vouchers are ready you will be informed.

When you are ready to hand over a code/voucher to a participant send the administrator the email address, name, and address of recipient if posting. If you want to handover the codes or vouchers by hand let the administrator know. You will need receipt forms for collecting signatures on the day.

NOTE: It's important that you don't order more than you need, however if a project doesn't use all the vouchers originally purchased we can usually re-cycle those that remain for other projects that may need to run some PPI that has no funding attached to it, for example. Any questions, contact H.mcgowan@warwick.ac.uk