Amazon Ecode Setup Sheet

Fields marked with an *(asterisk) are required.

Once the form is complete, please send to psych-purchasing@mx.uillinois.edu.

*Department: | Department of Psychology

*Campus: | Urbana-Champaign

*Study Title:

*Start Date: | *End Date:

*PI Name and UIN: | *PI Email:

*Business Manager: | Victoria Huart | *Business Manager Email: | vhuart@illinois.edu

*CFOAP Approver: | Sarah Challand | *CFOAP Approver Email: | challand@illinois.edu

*Chart: [ ] *Fund: [ ] *Org: [ ] Acct: 141200 *Program: [ ] Activity: [ ] Location: [ ]

*Expected Total Amount: [ ]

*E-mail From Address: [ ]

Note: This can be a departmental email, a study email, or an individual email.

*E-mail Subject Line: [ ]

Note: If you would like to use the default subject line, please type "default" above. The default subject line is:

Amazon.com Claim code from the University of Illinois

*E-mail Pre-text: [ ]

Note: If you would like to use the default pre-text, please type "default" above. The default pre-text is:

Dear Participant,

Thank you for participating in our study! We really appreciate your help.

Below is the information about your Amazon.com* claim code.

*E-mail Post-text:

Note: It is recommended to put your department contact information in the post-text.

*Minimum $ Amount each Code:

*Maximum $ Amount each Code:

Issuer Total Max Amount:

Issuer Total Codes Allowed:

Issuer Daily Max Amount:

Issuer Daily Codes Allowed:

Please list anyone else that will be issuing codes. Please provide their name, UIN and net ID in the box below.