**8.6.14 Electronic Codes as an Alternative Payment Method**

**Policy Statement**

The University of Illinois System may give gifts, prizes, or awards to non-University of Illinois employees for purposes allowed by [8.6.4 Request Payment for Cash Gifts, Prizes, and Awards](https://www.obfs.uillinois.edu/bfpp/section-8-payments-reimbursements/request-payment-cash-prizes-awards) or pay incentives to participants of an activity as allowed by [8.6.10 Request Incentive Payment for Activity Participation](https://www.obfs.uillinois.edu/bfpp/section-8-payments-reimbursements/request-incentive-payment-activity-participation). An Amazon electronic code (eCode) may be used as an alternative to the payment methods detailed in [8.6.4 Request Payment for Cash Gifts, Prizes, and Awards](https://www.obfs.uillinois.edu/bfpp/section-8-payments-reimbursements/request-payment-cash-prizes-awards) and [8.6.10 Request Incentive Payment for Activity Participation](https://www.obfs.uillinois.edu/bfpp/section-8-payments-reimbursements/request-incentive-payment-activity-participation) when making a payment under those policies, provided a single eCode or cumulative eCode payments to a recipienttotal less than $200 in a calendar year.

**Reason for the Policy**

To allow eCodes as an alternative payment method under [8.6.4 Request Payment for Cash Gifts, Prizes, and Awards](https://www.obfs.uillinois.edu/bfpp/section-8-payments-reimbursements/request-payment-cash-prizes-awards) and [8.6.10 Request Incentive Payment for Activity Participation](https://www.obfs.uillinois.edu/bfpp/section-8-payments-reimbursements/request-incentive-payment-activity-participation).

**Applicability of the Policy**

When establishing an eCode account as an alternative payment method all applicable requirements and restrictions under [8.6.4 Request Payment for Cash Gifts, Prizes, and Awards](https://www.obfs.uillinois.edu/bfpp/section-8-payments-reimbursements/request-payment-cash-prizes-awards), and [8.6.10 Request Incentive Payment for Activity Participation](https://www.obfs.uillinois.edu/bfpp/section-8-payments-reimbursements/request-incentive-payment-activity-participation) apply.

All applicable requirements and restrictions of [8.6.4 Request Payment for Cash Gifts, Prizes, and Awards](https://www.obfs.uillinois.edu/bfpp/section-8-payments-reimbursements/request-payment-cash-prizes-awards), and [8.6.10 Request Incentive Payment for Activity Participation](https://www.obfs.uillinois.edu/bfpp/section-8-payments-reimbursements/request-incentive-payment-activity-participation) apply when using eCodes as alternative payment method.

**Procedure**

An eCode account must be created in the name of the employee responsible for the payments. The employee is the custodian of the funding source for the eCode account. An eCode should be issued directly to the recipient(s). Recipients should be made aware of the requirements for redeeming eCodes.

Note:

* A recipient may not receive a single eCode or cumulative eCodes that equal or exceed $200 in a calendar year.

If a single eCode or cumulative eCode payments will equal or exceed $200 in a calendar year an eCode cannot be used as an alternative payment method, and a payment method allowed by the policy under which payment is being made ([8.6.4 Request Payment for Cash Gifts, Prizes, and Awards](https://www.obfs.uillinois.edu/bfpp/section-8-payments-reimbursements/request-payment-cash-prizes-awards) or [8.6.10 Request Incentive Payment for Activity Participation](https://www.obfs.uillinois.edu/bfpp/section-8-payments-reimbursements/request-incentive-payment-activity-participation)) must be used.

* An eCode cannot be used as a payment to foreign national nonresident aliens. Refer to [Payments to Foreign Nationals](https://www.obfs.uillinois.edu/payments-foreign-nationals/) for instructions on processing payment.
* University employees may not be paid by eCode for work-related duties (e.g., thank you gift, etc.). However, University employees may be provided with eCode payments for reasons consistent with this policy that are not related to their employment.

To obtain eCodes:

1. Complete and submit the Amazon eCode [Setup form](https://go.uillinois.edu/eCode).
2. Instructions on how to issue eCodes will be sent to the employee.

**Related Policies and Procedures**  
[8.6.4 Request Payment for Cash Gifts, Prizes, and Awards](https://www.obfs.uillinois.edu/bfpp/section-8-payments-reimbursements/request-payment-cash-prizes-awards)  
[8.6.10 Request Incentive Payment for Activity Participation](https://www.obfs.uillinois.edu/bfpp/section-8-payments-reimbursements/request-incentive-payment-activity-participation)

**Additional Resources**

[Chrome River Resource Page](https://www.obfs.uillinois.edu/travel-resources/)  
[Flowchart to Determine How to Process Payments to Students](https://www.obfs.uillinois.edu/payments-students/)  
[Payments to University of Illinois Students](https://www.obfs.uillinois.edu/payments-students/)  
[Payments to Foreign Nationals](https://www.obfs.uillinois.edu/payments-foreign-nationals/)  
[Foreign Nationals Payment Eligibility Grid](https://www.obfs.uillinois.edu/payments-foreign-nationals/payment-eligibility-grid/)  
Job aid for [Miscellaneous or One-Time Vendor Payments](https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=94860)  
[University Payables Training Materials](https://www.obfs.uillinois.edu/training/materials/payables/)  
[Tax Implications for Payments and Non-Cash Reportable Benefits](https://www.obfs.uillinois.edu/bfpp/section-8-payments-reimbursements/tax-implications-for-payments)