How Do I Buy or Handle…

Turk Prime or Mechanical Turk Processing

TurkPrime

- Turk Prime is a paid service that provides an online market research panel for conducting academic research studies and surveys.

Mechanical Turk

- Mechanical Turk is a service provided by Amazon. Mechanical Turk enables the university/client to pay research study participants for their involvement, participation and completion of a research study/survey.

- Mechanical Turk or Turk Prime can only be paid for with a University P-Card. It is a prepayment of services where the P-Card is used to put funds on deposit and will have a declining balance as the service is used and funds are paid to recipients.

- The P-Card holder must have in place a reconciliation log that shows the proper use of the pre-paid funds. This log should be kept with all other P-card documentation, backup and reconciliations.

- If the purchases of the Turk services is expected to be less than the $2,000 P-Card threshold, the department may proceed with the purchase on their P-Card. If requested by Procurement or the Controller’s Office, the department should be prepared to provide the business justification of the need and use of the prepaid service.

- The requesting department will submit a sole source document to the Procurement Department outlining the project/survey services offered through Mechanical Turk, and the projected fees for the service if the project is expected to exceed $10,000.00. The reconciliation log should be maintained by the P-Card holder showing the use of funds for academic research purposes.
• The department will contact OSP, to seek approval if fund use is relative to a sponsored program. The documentation will show the contact person from OSP giving approval to use funds for this purpose.

• If the amount is expected to exceed $10,000 and OSP has authorized the use of grant funds, Procurement is able to authorize the transaction as an allowable transaction for the department’s P-card holder.

• Once authorized the p-card holder can proceed with the procurement of services.

• If the requesting department does not have an employee issued VT P-Card, the Procurement Department suggests they consider applying for one to use for this purpose. If this is not a viable option for the department, then the department will be required to discuss this with the Procurement Director to determine an alternate plan.

• These procedures represent the preferred method for acquiring the procurement of these services which provides sufficient documentation of approved services for audit purposes.

• These procedures only apply to the procurement of the prepaid services of Mechanical Turk and Turk Prime. Departments and researchers are responsible for all other applicable requirements through Research (including IRB), OSP, or other University departments.