

# REQUEST CASH ADVANCE FOR RESEARCH PARTICIPANT PAYMENTS

TO BE COMPLETED BY REQUESTING RESEARCHER (Please type or print)

Department Name: \_\_\_\_\_  
FOP: \_\_\_\_\_  
Contact Person's Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Total Amount Requested: \_\_\_\_\_  
Denominations: \_\_\_\_\_  
\_\_\_\_\_

Description/Purpose of Research Study:

\*All research participant payments to individuals who are **TTU employees** (including cash or cash equivalents) must be made through the Payroll Office. These payments should be initiated by completing a *Research Participant Payment Form—TTU Employees* (<http://www.depts.ttu.edu/afism/>).

\*All research participant payments to individuals who are **not United States citizens or permanent resident aliens** (including cash or cash equivalents) must be processed through DirectPAY. The requisition must be routed to Sponsored Programs Accounting and Reporting if payment is made on a sponsored program account. The requisition will be routed to Tax Compliance and Reporting for approval prior to payment.

I understand that the participants receiving this cash cannot be individuals who are either TTU employees or non United States citizens or non-permanent resident aliens and that these funds must be used for the purpose stated above.

APPROVALS:

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Accounts Receivable—University Deposits

\_\_\_\_\_  
Date