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

Attachment A
OP 74.12
6/27/08