

**REQUEST CASH ADVANCE FOR  
RESEARCH PARTICIPANT PAYMENTS**

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

Department Name: \_\_\_\_\_  
FOP: \_\_\_\_\_  
Researcher: \_\_\_\_\_  
Contact Person's Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Total Amount Requested: \_\_\_\_\_  
Denominations: \_\_\_\_\_  
When Money Will be Picked Up: \_\_\_\_\_

Description/Purpose of Research Study (including number of participants and dollar amount to be paid to each participant):

\*Research participant payments made to individuals who are not United States citizens or permanent resident aliens ("nonresident aliens") may not be made with cash and must be paid via the Direct Pay System.

\*This cash must be distributed to the research participants and properly reported pursuant to section 3.a. of TTU OP 62.25.

APPROVALS:

\_\_\_\_\_  
Printed Name of Department Chair

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
University Financial Services

\_\_\_\_\_  
Date