

## SUBJECT PAYMENT FORM

<sup>1</sup>Payment Receipt Number: \_\_\_\_\_ / \_\_\_\_\_ / 001  
Study's PGID #                      Custodian's Employee ID #                      Form Sequence #

Short Study Title: \_\_\_\_\_

IRB Number : \_\_\_\_\_

Principal Investigator: \_\_\_\_\_

Department: \_\_\_\_\_

Visit or Payment Event:

Payment Type:       Cash       HSC - Debit Card       Gift Item  
 Sponsor Debit Card       Sponsor Gift Card       Sponsor Gift

Cash Value or Number of Gift Items: \_\_\_\_\_

Serial Number or Sequence Number  
of the HSC - Debit Card or Gift Item : \_\_\_\_\_

Name or Subject Study ID: \_\_\_\_\_

<sup>2</sup>Vendor Number or  
Vendor/Payee Setup Form Attached: \_\_\_\_\_

Payee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(the research participant)

Custodian or Payor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(the person providing the payment)

1. The Subject Payment Form number is assigned by the custodian. The elements of the 3 part number are the study's PGID number + Custodian's Employee ID Number + a sequence number for the form, i.e. 001, 002, 003, etc.

2. If payments to this study participant are greater than \$500 per calendar year a Vendor Number is required; if the subject is not a Vendor/Payee in PeopleSoft the person making the payment (the custodian or payor) must complete and attach a Vendor/Payee Setup Form.

**All Subject Payment Forms and required documentation must be retained by the Custodian. For cash payments the original is attached to the Petty Cash Reimbursement Request submitted to the Bursar's Office and a copy is retained by the Custodian.**

### For Office Use Only

*The Custodian signature is required only if a Payor provided the payment.  
A Witness signature is required only if the Custodian provided the payment.*

Custodian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

OR

Witness Signature: \_\_\_\_\_

Date: \_\_\_\_\_