Payor Distribution Form

This form records the monetary value of cash and gift cards, or the count of gift items issued to a Payor or returned by a Payor
Issued transactions and Returned transactions should be recorded on separate lines; only one transaction per line

CUSTODIAN: _____ PGID NUMBER: _____

SHORT STUDY TITLE: _____ PRINCIPAL INVESTIGATOR: _____

IRB NUMBER: _____ DEPARTMENT: _____

PAYMENT TYPE: ☐ Cash ☐ Gift Card ☐ Gift Item PAYMENT DESCRIPTION: _____

Date	Payor (Print Name)	*Total Payments Issued	*Total Payments Returned (Unused Payments + Receipt Value = Total Returned)			Payor Approval	Custodian Approval
			Unused Payments	Receipt Value	Total Returned		

***The monetary value of cash and gift cards, or the count of gift items issued or returned.**

This form should be retained by the custodian.

Revised 4/28/10