

## SUBJECT PAYMENT FORM

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

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

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

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

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

Visit or Payment Event: \_\_\_\_\_

Payment Type:                       Cash                       Gift Card                       Gift Item

Dollar Value or Count of Items: \_\_\_\_\_

Serial/Sequence Number  
of the Gift Card or Gift Item: \_\_\_\_\_

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

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

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

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

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

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

1. The subject payment 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 attach a Vendor/Payee Setup Form.

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

### For Office Use Only

Custodian Signature: \_\_\_\_\_  
*The custodian signature is required if a payor provided the payment.*

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

Witness Signature: \_\_\_\_\_  
*A witness signature is required if the Custodian provided the payment.*

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