

# Research Participant Cash Payment Form

Cash compensation includes cash, gift cards, and stored value cards.

Research Study Title: \_\_\_\_\_

*Department Name if the study is of a sensitive nature.*

Date of Study Participation: \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

Authorizing Personnel: \_\_\_\_\_

Research Coordinator Printed Name

\_\_\_\_\_  
Research Coordinator Signature

Participant Name: \_\_\_\_\_

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

Amount Received: \$ \_\_\_\_\_

Is the Participant a Northwestern University employee? YES \_\_\_\_\_ NO \_\_\_\_\_

Participant Signature: \_\_\_\_\_

I certify to the following:

- The participant information is accurate.
- I have participated in the above study.
- The amount I will or have received in this study plus my participation in other Northwestern University studies (if applicable) does not exceed \$100 (not including travel reimbursements) for this calendar year.

## Complete the Following Section for Petty Cash Transactions

PETTY CASH – PAY OUT FORM

Date: \_\_\_\_\_ Ext. No. \_\_\_\_\_

Explanation of Items

\_\_\_\_\_

\_\_\_\_\_

FUND	DEPT ID	PROJECT ID	ACTIVITY	ACCOUNT	TOTAL
				78660	
				78666	

### CERTIFICATION

I certify that this accounting is correct and that I have paid the amounts listed above.

\_\_\_\_\_  
NU Employee / Authorized Personnel

### APPROVAL

I certify that these expenses were incurred for University-related activities and approve them as proper charges to University accounts.

\_\_\_\_\_  
Dean or Supervisor