

PROGRAM ADVANCE WORKSHEET

(See reverse side for important information about your responsibilities)

ALL REQUESTS:

UIN: _____ NET ID: _____

NAME: _____

CFOP that expenses will be charged to when receipts are turned in:

FACULTY NAME: _____

CUSTODIAN SIGNATURE: _____

CUSTODIAN PHONE NUMBER: _____

IRB PROTOCOL NUMBER: _____

HOW MANY SUBJECTS _____ AMT PAID TO SUBJECT _____

NEW ADVANCES:

NAME OF STUDY: _____

BEGIN and END DATE OF STUDY:

AMOUNT OF ADVANCE: \$ _____

_____ CASH

DENOMINATIONS: _____

Or

_____ DIRECT DEPOSIT

REPLENISHMENTS:

AMOUNT OF REPLENISHMENT: \$ _____ (total receipts)

_____ CASH DENOMINATIONS: _____

OR

_____ DIRECT DEPOSIT

CLOSING THE ADVANCE:

Total receipts: \$ _____

Total Cash on hand: \$ _____

RESEARCHER RESPONSIBILITIES

TO OPEN OR REPLENISH A PROGRAM ADVANCE

- Complete “Program Advance Worksheet” and return to the Psychology Business Office
- Ensure that Melissa Odom (**modom3**) and Brenda Reinhold (**reinhold**) are set up as your creator proxy in TEM.
- You will be notified when the advance is ready to be submitted in TEM
- When replenishing, you must include a human subject payment receipt log
- **If you are opening or replenishing**, you will receive a call from cashiering when your cash is available to be picked up. Take your ID to Henry Admin to pick up your funds.

TO CLOSE A PROGRAM ADVANCE

- Complete “Program Advance Worksheet”
- The Business Office will complete a Program Advance Closure form for you.
- Take the form and any remaining cash to cashiering in Henry Admin.
- **Be sure to get a receipt for this cash and return the receipt to the Business Office.** An expense report will be created in TEM to close your advance and you will be notified when the advance is ready to be submitted in TEM

CUSTODIAN RESPONSIBILITIES:

- You are responsible for the money! If it is lost or stolen, you will pay for it out of your own pocket. Neither the department nor your advisor can pay this. Please keep the money locked up in the Psychology Department. Do not take the money home.
- Do not request an advance until you are ready to use it. Do not take out an advance and then not use it for several weeks or months.
- When you give out money or gift cards, the participant must fill out a receipt. You must give a list of names if the participants are under the age of 10. They do not have to fill out a receipt.
- **All advances must be closed every 18 months and reconciled every 90 days (at minimum).**
- Any participant who is a Foreign National cannot be paid in cash. They must be paid by check. Copies of certain documents will be required, depending on their Visa type. Also, there are forms that will need to be filled out.
- Subjects **cannot be paid \$200 or more in a calendar year** with cash. They must fill out a Vendor ID form and be paid via check.
- Maintain your human subject receipt log carefully. This must be submitted any time you are replenishing, reconciling, or closing your advance.

RULES FOR GIFT CARDS

- You must have a Program Advance in order to purchase gift cards for participants. You cannot get more money for the advance until all gift cards have been given out.
- Gift cards are treated the same as cash. Please refer to the information above on receipts.
- When all gift cards have been given out, turn in the receipts from the vendor and the human subject payment log.

It is your responsibility to familiarize yourself with regulations regarding human subject payments. You may view the policy and related procedures at “8 Payments and Reimbursements – Payments to Human Subjects” (<https://www.obfs.uillinois.edu/bfpp/section-8-payments-reimbursements/payments-human-subjects>).