

## Gift Card/Gift Certificate and Cash Payments Disbursement Log

\*Only for use when compensating Research Participants

*Instructions: Please enter the Total # of Gift Cards Purchased and the Total Dollar Value of the Gift Cards or the Total # of Cash Payment Recipients and the Total Dollar Value of the Cash Payment in the spaces listed below. Then list the Names of each participant, the amount and the date purchased/received. As you disburse the gift cards/gift certificates or cash payments, update the log by entering the date it was given to the recipient and having the recipient initial under the Participant's Initials column. The two adjacent columns will populate automatically. The PI/Researcher and department head must review the form and verify that the remaining number of cards or cash payment amounts and their dollar value match what is recorded on the log at all times for auditing purposes.*

Total # of Gift Card/Cash Payment Recipients: \_\_\_\_\_

Total \$ Amount of Gift Cards/Cash Payments: \_\_\_\_\_

Fund/Deptid: \_\_\_\_\_ - \_\_\_\_\_

	Name of Participant/Participant #	Amount of Gift Card/ Cash Payment	Date Purchased/ Received	Date Disbursed to Recipient	Remaining # of Gift Cards/Cash Payments on File	Remaining \$ Value of Cards/Cash Payments on File	Participant's Initials	Reviewer's Initials
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

**Total Disbursed**                      \$                      -

Principal Investigator/Researcher Signature: \_\_\_\_\_

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

Department Head Signature: \_\_\_\_\_

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