

VANDERBILT  UNIVERSITY  
Cash Advance & Gift Card Request

**Prior to completing this form please review the [Subject Participation Policy](#) and the [Subject Participation Procedure](#).**

Custodian Name: \_\_\_\_\_ Business Unit: \_\_\_\_\_

Custodian contact information (email and phone number): \_\_\_\_\_

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Request for:       Cash                       Prepaid Debit Cards                       Gift Cards

1. Please confirm that all recipients will be US Citizens/Permanent Residents:
2. Start and end dates of the study. Cannot exceed current IRB approval period or current calendar year.
3. How many participants will receive compensation?
4. What are the payment amounts and the total amount requested?
5. Purpose for cash/gift cards: Please provide a copy of the IRB approval letter.
6. What is the preference for reconciliation deadline?                       30 days                       60 Days
7. Security plan: Please include location where cash/cards will be kept and who will have access. Please include building, floor, & room number.

When expensing in Oracle, you must include the recipient information (name, address, and compensation amount) and use the Subject Participation expense type. I accept responsibility for safeguarding the above stated cash/cards and for returning any remaining cash funds left after the end of a study. I have read and understand the policies and procedures located on the Vanderbilt University Finance website.

Signature of Custodian \_\_\_\_\_ Date \_\_\_\_\_

Financial Unit Manager: \_\_\_\_\_ Date \_\_\_\_\_

Business Entity Approver: \_\_\_\_\_ Date \_\_\_\_\_