

Verification of Receipts for Subject Payments Form – When submitting an ER to substantiate subject payments and repay a cash advance, please complete this form and attach to the expense report. To ensure proper segregation of duties, the person reviewing receipts must be someone other than the person who received the cash advance.

Name of Study _____ IRB# _____

Please list the amount and number of payments and/or attach an adding machine tape of the receipts.

Amount		# of Payments		Total
_____	X	_____	=	_____
_____	X	_____	=	_____
_____	X	_____	=	_____
Grand Total:				_____

I acknowledge that I have reviewed and verified receipts for this study and that the amounts listed above are correct. To ensure subject confidentiality, only this form will be submitted with the ER to repay the cash advance, and original receipts will be kept on file in the department according to University policy.

Signature of PI or Department Fiscal Person

Date

Printed Name