

RE: Study Participant Monetary Payments to Human Subjects

The preferred mechanism for disbursing monetary participant payments (not being paid by check to the participant) is via merchant cards (e.g. Wal-mart or Target) **or** pre-loaded bank cards (e.g. Visa or MasterCard). This mechanism provides increased internal controls and minimizes the risk of not being able to properly account for petty cash. However, in extreme circumstances, there is an option to use petty cash, but it must be used under tightly controlled situations and procedures. *Beginning 30 days from this notice*, advance cash payments to participants will not be allowed at the Health Sciences Center for a period greater than 3 business days from cash receipt date to disbursement date. Any cash not disbursed to the participant within 3 business days must be returned to the Cashier. These payments must follow UBPPM 2480 policies.

For additional information please call the HSC Contract & Grant Accounting office at 272-9383.