

## NEW POLICY FROM DISBURSEMENT SERVICES

For all research staff and faculty, if you plan to pay research participants in any fashion, whether through cash, gift card, check, or incentives such as pencils, mugs, parking, etc., *please notify Tonya or I in the accounting office well prior to any distribution.* We will review with you your payment options and any associated regulations to help you determine which method would best suit your participants' needs.

In advance, here is a brief outline of the *only* options available to you and your participants:

- Payment Request - check mailed directly to participant in approximately 2 weeks; requires social security number
- Checking account - takes 2-4 weeks to establish; must maintain detailed spreadsheet of distribution information
- Cash Advance - *only* option for gift cards or material item incentives purchased; must retain receipt from original purchase and maintain detailed spreadsheet of distribution information
- \*\*Reimbursements to RAs or faculty members, after the fact, are no longer allowed. Payments to vendors from whom we have purchased incentive items are also no longer allowed (see cash advance description). Accounting regulations obligate us to adhere to the options above only.

I hope this information will help you make important decisions on how best to repay your research participants for their time as well as let you know what sort of accountability records we must maintain. Please forward this information to your RAs as necessary and contact us with any questions or concerns you may have.

Thank you,  
Your Administrative Accounting Team