Cash Payments Form
Cash compensation includes cash, gift cards, and stored value cards.

Payment Type: _________ Research Study _________ Prize and Award

Complete the Following Section for a Research Study

Research Study Title: _____________________________________________
Department Name if the study is of a sensitive nature.

Date of Study Participation: ______________________________________

All Payment Types Complete the Following Section

Recipient’s Name: _____________________________________________

Payment Date: _____________________________________________

Amount Received: $__________

Is the Recipient a Northwestern University employee? YES____ NO _____

Recipient’s Signature: __________________________________________

I certify to the following:
• The recipient information is accurate.
• If for a research study, I have participated in the study.
• The amount I received from the research study, prize, award, gift, or scholarship does not exceed $100 (not including travel reimbursements) for this calendar year.

Authorizing Personnel: ______________________________________

Complete the Following Section for Petty Cash Transactions

PETTY CASH – PAY OUT FORM
Date: ___________ Ext. No. _________
Explanation of Items

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT ID</th>
<th>PROJECT ID</th>
<th>ACTIVITY</th>
<th>ACCOUNT</th>
<th>TOTAL</th>
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CERTIFICATION
I certify that this accounting is correct and that I have paid the amounts listed above.

APPROVAL
I certify that these expenses were incurred for University-related activities and approve them as proper charges to University accounts.

NU Employee / Authorized Personnel

Dean or Supervisor