

# 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

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Research Study Title: \_\_\_\_\_

*Department Name if the study is of a sensitive nature.*

Date of Study Participation: \_\_\_\_\_

## All Payment Types Complete the Following Section

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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: \_\_\_\_\_

Responsible Administrator's Printed Name

Responsible Administrator's Signature

## Complete the Following Section for Petty Cash Transactions

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PETTY CASH – PAY OUT FORM Date: \_\_\_\_\_ Ext. No. \_\_\_\_\_

Explanation of Items

\_\_\_\_\_  
\_\_\_\_\_

FUND	DEPT ID	PROJECT ID	ACTIVITY	ACCOUNT	TOTAL

### CERTIFICATION

I certify that this accounting is correct and that I have paid the amounts listed above.

\_\_\_\_\_  
NU Employee / Authorized Personnel

### APPROVAL

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

\_\_\_\_\_  
Dean or Supervisor