



Human Subject Petty Cash Fund Information Sheet

Office of Sponsored Programs
1960 Kenny Road, Columbus, OH 43210-1016

If the total amount paid to a subject will exceed \$500.00 per calendar year, the subject cannot be paid by petty cash/check.
Reference https://go.osu.edu/payments_human_subjects for additional information.

Principal Investigator Information

Principal Investigator Name	Email
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Custodian/Account Manager Information

Custodian Name	Email
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Payment Information

Remit payment to: *Choose one*

Principal Investigator Custodian

Address	Phone
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Mail to address above or specify if different _____

Pickup at 2650 Kenny Road during arranged specified time

Electronic Funds Transfer (EFT) *First Financial checking account only*

Fund Information

Protocol Number	Number of Subjects	Total Amount Paid to Each Subject per Calendar Year
Grant Number	Cost Center	Initial Amount of Petty Cash/Check Advance Requested

Human Subject Payment Method

Cash *The advance will be held as petty cash and distributed as cash to the subjects.*

Check *A checking account will be set up with First Financial and the advance will be distributed as checks to the subjects.*

Principal Investigator Name <i>printed</i>	Principal Investigator Signature	Date
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Chair or Dean Name <i>printed</i>	Chair or Dean Signature	Date
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