#### **SAMPLE**

# **Study Participant Log**

# IRB/Protocol #

# Project ID # 30014901

WF Request/Gif		182209	
Date of		Amount	
Poguest	2/25/2021	Requested	\$ 3,000,00

Date	Participant ID/Name	Participant Signature	Pmt Amt	Pmt Type (cash/gift card type)	Gift Card #	Disbursed By (initials/ name)
03/10/2021			\$50			
03/10/2021			\$50			
03/10/2021	ABC125		\$50			
03/10/2021	ABC126		\$50			
03/10/2021			\$50			
03/10/2021	ABC128		\$50			
03/10/2021	ABC129		\$50			
03/10/2021	ABC130		\$50			
03/10/2021	ABC131		\$50			
03/10/2021	ABC132		\$50			
			1	7		
		Total	\$500			

PI Name	Verification Date	
PI Signature		

#### **SAMPLE**

#### **University of Maryland Baltimore**

#### Cash/Gift Card Count Sheet

Please indicate count to	уре:		☐ Initial Count [	✓ Monthly Cou	unt		
Instructions:	Plea	se fill in th	e fields shade	d blue	below.		
Department		IHV	Working Fund Check #/GC Order#	182209		Date of Count	3/31/2021
Cash/Gift Card Custodian		James Smith	Working Fund Check Amt./GC Order Amt.	3,000.00		Time of Count	3:00 PM
Administrator		Julie Andrews	Project ID	30014901		Name of Counter	Charlie Brown
					CIET CARDS		
CASH		Quantity	Amount		GIFT CARDS  Denomination	Quantity	Amount
Value \$100	x	Quantity	\$0		Delionination	x	\$
\$50	×	40	2,000			x	
\$20	X	19	380			x	
		12	120			X	
\$10	X						
\$10 \$5	x x		0			x	
					Total Value of Gift	x	5
\$5 \$1	x		0 0 \$2,500	Total Dis	Total Value of Gift	x cards	utions Current Month
\$5 \$1 Total Cash RECONCILIATION	x		\$2,500	Total Dis		x cards	
\$5 \$1 Total Cash RECONCILIATION	x	182209	\$2,500  Check/GC Order Amount	Total Dis	stributions To Date	Distribu (fo	utions Current Month or Debit Memo) 500
\$5 \$1 Total Cash RECONCILIATION	x x	182209	Check/GC Order Amount 3,000	Cash	stributions To Date	Distribu (fo	utions Current Month or Debit Memo)
\$5 \$1 Total Cash RECONCILIATION	x x	182209 Order request amt	\$2,500 \$2,500 Check/GC Order Amount 3,000	Cash	stributions To Date	Distribu (fo	utions Current Month or Debit Memo) 500
\$5 \$1 Total Cash	x x	182209 Order request amt distribution	0 0 0 \$2,500 \$2,500 \$3,000 \$3,000 (500)	Cash	stributions To Date	Distribu (fo	utions Current Month or Debit Memo) 500
\$5 \$1 Total Cash RECONCILIATION	x x X X X X Check/Less: D Amt. Re	182209 Order request amt distribution emaining	\$2,500 \$2,500 Check/GC Order Amount 3,000	Cash	stributions To Date	Distribu (fo	utions Current Month or Debit Memo) 500
\$5 \$1 Total Cash RECONCILIATION	x x X X X X Check/Less: D Amt. Re	182209 Order request amt distribution emaining ard Count	\$2,500 \$2,500 Check/GC Order Amount 3,000 \$3,000 (500) 2,500	Cash	stributions To Date	Distribu (fo	utions Current Month or Debit Memo) 500
\$5 \$1 Total Cash RECONCILIATION	Check/ Less: D Amt. Re Cash/C	182209 Order request amt distribution emaining ard Count	\$2,500 \$2,500 Check/GC Order Amount 3,000 \$3,000 (500) 2,500 2,500	Cash	stributions To Date	Distribu (fo	utions Current Month or Debit Memo) 500
\$5 \$1 Total Cash RECONCILIATION	Check/ Less: D Amt. Re Cash/C	182209 Order request amt distribution demaining ard Count demaining	\$2,500 \$2,500 Check/GC Order Amount 3,000 (500) 2,500 2,500 2,500 \$0	Cash	stributions To Date	Distribu (fo	utions Current Month or Debit Memo) 500

## **Study Participant Reconciliation Template**

### **IRB/Protocol #**

## **Project ID # 30014901**

## Instructions: Please fill in the fields shaded blue below.

Name of Principal Investigator

SUMMARY OF ACTIVITY				
	Date/Period of Activity	Cash	Gift Cards	Total
otal Amount Distributed to Participants *	03/01/21-03/31/21	500		500
Detail on Study Participant Log				*
otal Distributed		\$500	\$0	\$500
		<b>V</b>		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
mount not Disbursed, deposited/returned	3/31/2021	2,500		2,500
otal Distributed and Deposited/Returned		\$3,000	\$0	\$3,000
RECONCILIATION				
		Request		Distribution
VF Request - Check # or GCS Order #		3,000	(autofills fr	om above) 500
7F Request - Check # of GCS Order #		3,000	Gift Cards	500
			Ont cards_	500
	Check/GCS request amount	\$3,000	-	300
	Less: Distributions	500		
	Less: Amt. on hand/ Dep/	2,500		
	Difference	\$0		
mount Distributed from Above mount Charged to Project General Ledger Account	3125	\$500 \$500		
ifference		\$0		
Note: Any difference not	equal to zero requires investi	gation and correcti	ve action	
Note: Any difference not	equal to zero requires investi	gation and correcti	ve action	
Note: Any difference not	equal to zero requires investi	gation and correcti	ve action	
Note: Any difference not	equal to zero requires investi	gation and correcti	ve action	
Note: Any difference not	equal to zero requires investi	gation and correcti	ve action	
Note: Any difference not	equal to zero requires investi		ve action	
			ve action	
			ve action	
			ve action	
ame & Title of Preparer			ve action	
		re	ve action	
ame & Title of Preparer	Signature of Preparer and Dat	re	ve action	

Signature of Principal Investigator and Date

Cash Study Participant Pay Accounts (QA4.P7.R21) *Time run:* 4/21/2021 2:57:35 PM

Transaction Type	AP Invoice Header #	Transaction Number	Costs	AP Invoice Header Description	AP Invoice Header   AP Invoice Created By Description	Check#
Check Request / Working Fund	21-SK0175	21-SK0175	\$6,000.00	\$6,000.00 Information Deleted Information Deleted	Information Deleted	181638
Debit Memo	21-SK0175A	21-SK0175A	(\$6,000.00)	(\$6,000.00) Information Deleted Information Deleted	Information Deleted	112095
Check Request / Working Fund	21-SK0294	21-SK0294	\$3,000.00	\$3,000.00 Information Deleted Information Deleted	Information Deleted	182209
Debit Memo	21-SK0294A	21-5K0294A	(\$500.00)	(\$500.00) Information Deleted Information Deleted	Information Deleted	113448
Grand Total			\$2,500.00			

# Show Me All of My

		\$6,000.00	\$500.00	\$6,500.00	\$6,500.00	\$250.00	\$250.00	\$250.00	\$250.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
Apr-21	Amount																		
	Amount		\$500.00	\$500.00	\$500.00														
	Amount														\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
TZ-UPF	Amount	\$6,000.00		\$6,000.00	\$6,000.00	***************************************							\$1,000.00						
	Amount /					\$250.00	\$250.00	\$250.00	\$250.00	\$1,000.00	\$1,000.00	\$1,000.00		\$1,000.00					
		R01-Debit	Memo R01-Debit Memo			R03-Check Request / Working Fund	R03-Check Request / Working Fund	R03-Check Request / Working Fund	R03-Check Request / Working Fund	R03-Check Request / Working Fund	R03-Check Request / Working Fund	R03-Check Request / Working Fund	R03-Check Request / Working Fund	R03-Check Request / Working Fund	R03-Check Request / Working Fund	R03-Check Request / Working Fund	R03-Check Request / Working Fund	R03-Check Request / Working Fund	R03-Check Request /
			Deleted. Information P			Information F Deleted. F	Information R Deleted. R	Information R Deleted. V	Information R Deleted. R	Information R. Deleted. R. W	Information RR Deleted. RR	Information RC Deleted. Re W	information RC Deleted. Re	Information RG Deleted. Re	Information RO Deleted. Re				
	Document Number Line Item Details	21-SK0175A In	21-SK0294A In			21-SK0194 Int	21-SK0195 Inf	21-SK0196 Inf	21-SK0197 Inf	21-SK0214 Inf	21-SK0215 Info	21-SK0216 Infe	21-SK0219 Info	21-SK0220 Info	21-SK0284 Info	21-5K0285 Info	21-SK0286 Info	21-5K0287 Info	21-SK0288 Info
	Project Do	30014901 21	12	30014901 Total		30014901 21	21	21	21	17	77	21	21-	21-	21-	21	3.1	21.5	21-5
- 81	Object Object Description Code	3125 Participant Study Pay- Group			8	saso Parudpant study Pay- Indiv													