

Cash Advance & Gift Card Request Form

Prior to completing this form, please review the [Subject Participation Policy](#) and [Subject Participation Procedure](#).

Custodian/Cardholder Name: _____

Custodian/Cardholder contact information (Business Unit, email, and phone number): _____

Gift cards must be purchased with a Vanderbilt issued One Card and sent to recipients via email or electronically from supplier.

Request for:

☐ Cash

☐ Gift Cards

1. **How many individuals will receive compensation?**
2. **What is the total amount any individual could receive in this calendar year?**
3. **How many total gift cards are needed for this calendar year for this study/event?**
4. **What are the volumes and values of the gift cards needed?** *Example: 75 - \$10, 12 - \$25, and 6 - \$50*
5. **Purpose for cash/gift cards:** Please provide a copy of the IRB approval letter (for any study) or a description of the event.
6. **Cash security plan:** Please include the location (building, floor, & room number) where cash will be kept and the names of those who will have access.

Foreign Nationals receiving cash or gift cards may be subject to 1042 tax withholding. For more information, please contact the Vanderbilt International Tax Office at ITO@vanderbilt.edu.

Gift cards must be reconciled in an expense report **within 30 days of purchase**. Cash must be reconciled in an expense report **within 60 days of cash advance**. When expensing in Oracle, you must include all required individual recipient information (name, address, compensation amount, etc.) and use one of the two appropriate expense types (Subject Participation Expense or Prize/Award/Gift Expense). I accept responsibility for safeguarding the above stated cash/cards and for returning any cash funds not distributed to Vanderbilt. I have read and understand the policies and procedures located on the Vanderbilt University Finance website.

Signature of Custodian/Cardholder _____ Date _____

Financial Unit Manager: _____ Date _____

Chief Business Officer: _____ Date _____