

To pay research subjects, Ross Faculty can

- Use their University Purchasing Card (P-Card) to obtain cash, gift card, or non-cash items
- ▶ Pay research subject fees out-of-pocket and be reimbursed
- ◆ Have research subjects receive a check
- Send research subjects to the UM Cashier's Office

All payment options require completing a **Research Subject Payment Form** for each subject.
Forms are located online at: <http://www.bus.umich.edu/BehavioralLab/>.

Direct research subject payment questions to Sally Sivrais, Research Manager, at sivrais@umich.edu or 763-9266.

■ USE A UNIVERSITY PURCHASING CARD (P-Card)

To Obtain **CASH from an ATM**

- 1) Withdraw up to \$1,000 per month for subject payments.
ATMs have daily limits (RSB lobby ATM \$500/day) and charge a fee per transaction.
- 2) Provide your P-Card reconciler with completed Research Subject Payment Forms and/or cash equal to the total amount of cash withdrawn. The P-Card billing cycle ends the 14th of the month, so plan withdrawals accordingly.

To Purchase **GIFT CARDS**

- 1) Use your P-Card to purchase gift cards (considered by the University to be the same as cash).
- 2) Provide your P-Card reconciler with gift card purchase receipt(s) and completed Research Subject Payment Forms and/or cash equal to the total amount of cash withdrawn. The P-Card billing cycle ends the 14th of each month, so plan withdrawals accordingly.

To Purchase **NON-CASH ITEMS**

- 1) Use your P-Card to purchase non-cash items, such as mugs, t-shirts, or clocks.
- 2) Provide your P-Card reconciler with item receipt(s) and completed Research Subject Payment Forms.

▶ PROVIDE OUT-OF-POCKET PAYMENTS

- 1) Use your personal cash to pay research subjects.
- 2) Submit completed Research Subject Payment Forms to Sally Sivrais.
- 3) Sign documents Sally will provide.
- 4) A check will be mailed to you from Accounts Payable.

◆ APPROVE CHECK PAYMENTS

- 1) Complete and copy Research Subject Payment Forms for SOA reconciler.
- 2) Send completed Research Subject Payment Forms to Accounts Payable and Travel, 5091 Wolverine Tower 1287.
- 3) A check will be mailed to each research subject.

● AUTHORIZE A CASH PAYMENT FROM THE UM CASHIER'S OFFICE

- 1) Send research subject to UM Cashier's office (2226 SAB) with a completed Research Subject Payment Form and photo ID.