

Gift Card/Gift Certificate Disbursement Log



PC

	Person Receiving Card or ID/Identifying No.	Amount	Signature or on file/mailed	Date Disbursed	Gift Card or Certificate Number	Issued By (Person who disbursed)
EX	Suzy Somebody	\$50	<i>Suzy Somebody</i>	6/1/2007	XYZ125687	Brian Anybody
GR	Participant ID-1	\$25	on file with PI	6/1/2007	XYZ125687	Brian Anybody
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Total Disbursed \$

The disbursement log kept on file with the payment receipt must be updated as cards are disbursed.

NOTE: A unique ID/Identifying No. may only be used when the research protocol submitted to the Review Board requires confidentiality of research subjects. A separate log is kept by the PI with the ID/Identifying No., the participant's name, signature of participant, and date card was disbursed to the participant. This form requires the participant's ID/Identifying No., "on file" in place of signature, and remaining fields completed as outlined on the form. It is the responsibility of the PI and the department to keep these records on file for approved audit purposes.