|  |  |
| --- | --- |
| Document Ref: | PP |



**School of Psychology**

**Request for Cash from Treasury Services for Participant Payments**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of end of study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of expected participants: \_\_\_\_\_\_\_\_\_\_ Amount per participant: \_\_\_\_\_\_

Total Amount: \_\_\_\_\_\_\_\_\_\_\_ Date Required: \_\_\_\_\_\_\_\_\_\_

If required in specific denominations please specify

£20 notes £10 notes £5 notes £2 coins £1 coins

I have received the above amount ……………………………… Date………..……

Budgetary Authority: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Account code | Work order | Amount | Number |
| 3706 |  | : |  |

Financial Authority: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cash Returned

Amount: \_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructions: Complete form, including details of funding source and School-assigned PP code. Have HoS or Associate HoS sign for budgetary authority. Take to Treasury Services with ID. Retain copy of Request sheet. Attach all receipts and store securely. Receipts can be lodged at Treasury.