Research Participant Disbursement Log

Project Title:	
Project Number in IRBNet:	
Responsible OU Employee:	Name of Principal Investigator:
Account Number:	Total Payment Amount Advanced:
Method of Payment for Protocol: ☐ Cash ☐ Check ☐ Gift Card ☐ Tangible item Describe Item: _____ Value: _____	

PIs must submit the log(s) to the Accounts Payable Manager by the end of the protocol or the end of the calendar year, whichever occurs first. If the calendar year ends before the protocol, submit logs which contain all disbursements for the year and begin new logs for the new year.

Subject Code (IF OU student, full name is required)	**Date Paid**	**Amount Paid**	**Researcher Making Payment**	**OU Student?**
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N

Total Amount Disbursed: $_____ (If gift cards or tangible items, attach receipts)

Total Amount Returned to Cashier: $_____ (Attach copy of cashier deposit slip)

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Subject Code (IF OU student, full name is required)	Date Paid	Amount Paid	Researcher Making Payment	OU Student?
				Y / N
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				Y / N
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N
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				Y / N
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N