HUMAN SUBJECT MONEY REQUEST Form

Requested by:  _______________________________________ Phone:  _____________________________
(Name on the check)

University Affiliation:  ______________________________  Email:  ________________________________

HU ID#:  _____________________________

Amount requested:  $______________

(PI) Faculty’s Signature: ______________________________________  Date:  _____________

PI must be a Psychology Faculty member or someone authorized by the Faculty member to sign.

This money request is to be used for the payment of subjects ONLY – To be reconciled within 30 days.

I, the undersigned money request recipient, certify that these funds will be spent for legitimate Harvard business purposes, subject remuneration), and (b) that all funds will be returned to Harvard or accounted for as required by University policy within 30 days of the date noted on this form. I agree to follow Harvard University’s policies and procedures and only submit subject signatures and/or cash to settle this money request. I will not use this money request to make any other research-related purchases. I understand that failure to settle this money request within the allowed time period (30 days) may result in the reporting of this money request as income to me and may be reported to the IRS.

Signature 1:  ______________________________________  Date:  _____________
(When you receive the check)

If money request is not properly settled within 30 days, funds will be charged to the Unrestricted Account: 370-32000-8273-017512-600200-0000-________ (PI's root#)

THIS SECTION TO BE COMPLETED AFTER RECONCILIATION

Amount of Subject Signatures:  $ ______________

Cash:  $ ______________

Signature 2:  ______________________________________  Date:  _____________
(After you reconcile)

$_________ 370-32000-8273-__________-__________-__________-__________-__________-__________
(fund)  (activity)  (sub act)  (root)  (Prof/Fund)

$_________ 370-32000-8273-__________-__________-__________-__________-__________-__________
(fund)  (activity)  (sub act)  (root)  (Prof/Fund)

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(fund)  (activity)  (sub act)  (root)  (Prof/Fund)

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(fund)  (activity)  (sub act)  (root)  (Prof/Fund)

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(fund)  (activity)  (sub act)  (root)  (Prof/Fund)

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(fund)  (activity)  (sub act)  (root)  (Prof/Fund)