



# Human Subject Petty Cash Fund Information Sheet

Office of Sponsored Programs  
1960 Kenny Road, Columbus, OH 43210-1016

If the total amount paid to a subject will exceed \$500.00 per calendar year, the subject cannot be paid by petty cash/check.  
See [osp.osu.edu/administration/compliance/payments-to-human-subjects/](http://osp.osu.edu/administration/compliance/payments-to-human-subjects/) for additional information.

## Principal Investigator Information

PI Name	Phone
Address	Project Number

## Fund Information

Protocol Number	Number of Subjects
Total Amount Paid to Each Subject per Calendar Year	Initial Amount of Petty Cash/Check Advance Requested

## Custodian/Account Manager Information

Custodian Name	Title
Address	Phone

## Human Subject Payment Method

- Cash *The advance will be held as petty cash and distributed as cash to the subjects.*
- Check *A checking account will be set up, and the advance will be distributed as checks to the subjects.*

Principal Investigator Name <i>printed</i>	Principal Investigator Signature	Date
--	----------------------------------	------

Chair or Dean Name <i>printed</i>	Chair or Dean Signature	Date
-----------------------------------	-------------------------	------

*Return to: Office of Sponsored Programs, Accounting Department, 1960 Kenny Road, 4th Floor*