



REQUEST FOR DISTRIBUTION OF CASH INCENTIVE PAYMENTS

AS548

Request Date _____

Name of Workshop/Research Study		
Date of Workshop/Research Study		
Cash Incentive Payment Amount *		
Cash Incentive Payments should be distributed on:		
Date	Time	Location
Department		
Project Coordinator		
Phone	E-mail	
Workshop/Research Study Description		

* Attach a preliminary copy of AS549, "Acknowledgment of Cash Incentive Payment"

Approved by

Project Coordinator Printed Name Date

Department Head Printed Name Date

Procedures:

Payments to nonresident aliens must comply with FASOP: AS04.

The Project Coordinator should complete this form, have it approved by the Department Head and attach the form to the Spend Authorization. Once the Spend Authorization is approved by Accounting Services, the cash will be available in the Project Coordinator's bank account within two to three business days. Each participant will sign the Form AS549, "Acknowledgment of Cash Incentive Payment" at the time he/she receives payment, certifying receipt of the amount of cash received.

The Project Coordinator will create an Expense Report to allocate expenditures to the respective Expense Item, Sponsored Agreement and link the approved Spend Authorization. The completed AS549 form should be attached to the Expense Report and must include the participant names and their unique identifiers.

A separate list with the participant information which includes Social Security Numbers must be sent to Accounts Payable (AP) & Travel since the incentive payments may be subject to 1099 reporting.