

Advance Payment Procedure

Advance Payment funds can only be used for the purpose stated on the advance payment RAP (Reimbursement/Advance/Payment) form.

Department Initiates Request by completing and submitting a RAP form to Sponsored Projects Services (SPS). The form should clearly state the intended use, time period & disposition of funds. Advance of funds should be a reasonable amount needed for a one month time period.

Sponsored Projects Services will create a purchase order (PO) and encumber funds for \$1.00 more than the amount requested. A check will be generated for the amount requested.

The Department is responsible to maintain a ledger to record deposits and track the disbursements of the advance. The ledger should include the following: name of payee, participant ID code, the date of the payment, method of payment and dollar amount.

The Principal Investigator (PI) assumes responsibility for the funds upon cashing the check. (*Funds should never be deposited into a personal bank account.*) Cash/ Gift Cards should be held in a locked cashbox separate from the ledger and receipts to ensure proper security and financial control. If funds become missing or stolen, report the loss immediately to facility security and to SPS. *

At the end of each month, participant disbursements and receipts must be reconciled. A copy of the ledger with payee's names removed should be sent to SPS. All signed receipts are to be housed in the department and available upon request/audit. Please retain records in accordance with the retention requirements for Vendor Payments files. Refer to RF SUNY "Record Retention Guidelines" for more information.

If funds need to be replenished, please resubmit another RAP form and SPS will increase the existing Purchase Order and make payment. In lieu of the RAP form, an email request may be sent with the appropriate approvals.

RF Human Subject Payment: https://portal.rfsuny.org/portal/page/portal/procedures/ap_human-subject-payments_pro.htm

Questions may be directed to the SPS at 645-2634.

Example Receipt - may be sent to SPS as adequate backup:

Subject's Signature: _____	Amount Received: _____
Subject's Home Address (1099 purposes): _____	
Date Received: _____	Principal Investigators Signature: _____
P-T-A number funds were paid from: _____	
<small>By accepting payment(s) for participating in this study, certain identifying information about you may be made available to auditors to satisfy federal and state reporting requirements, confidentiality will be preserved. Please note that if you earn \$600 or more in a calendar year as a research subject, these earnings will be reported to the Internal Revenue Service.</small>	

NOTE: The Consent Form distributed to each subject must include information regarding the Internal Revenue Service requirements for **1099** reporting. The Principal Investigator must retain all signed and dated consent forms.

Please forward a completed **W-9 form for any individuals who earn more than \$600 in a calendar year, along with the total amount paid for a **1099** Tax form to be issued.**

W-9 Form Link: www.irs.gov/pub/irs-pdf/fw9.pdf

*PI responsibilities are outlined at: <http://www.research.buffalo.edu/rsp/faq.cfm>

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