

UCLA LSPA FINANCIAL SERVICES OFFICE

CASH/CASH EQUIVALENT DISBURSEMENT FORM 2022-23

Date:
 Payment delivery
 option:
 Cash/cash equivalents
 being picked up by:
 E-mail:
 Signature*:

Disbursement Type:	Type: _____	Qty: _____	Amount: _____
Disbursement Type:	Type: _____	Qty: _____	Amount: _____
Disbursement Type:	Type: _____	Qty: _____	Amount: _____
Disbursement Type:	Type: _____	Qty: _____	Amount: _____
Disbursement Type:	Type: _____	Qty: _____	Amount: _____
Total Disbursement			
Amount:			
Description:			
Fau/project name:			

REQUESTOR RESPONSIBILITIES

***By signing and initialling this form, you are agreeing to abide by the following responsibilities:**

INITIAL HERE _____ It is the requestor's responsibility to track, secure, and disburse all cash and cash equivalents to the intended recipients.

INITIAL HERE _____ **RESEARCH-RELATED:** For audit and compliance purposes, the requestor must maintain a Human Subject/Participant Log of disbursements and recipients, and submit the log to the LSPA Financial Services Office for replenishment or within 90 days of disbursement, whichever occurs first. The Financial Services Office will not release additional cash or cash equivalents until a full accounting/reconciliation for all previous disbursements has been submitted.

INITIAL HERE _____ **NON-RESEARCH:** For audit and compliance purposes, the requestor must maintain a log of disbursement and recipients, and secure the file in a safe location (e.g. odrive) for future access in case of an audit.

INITIAL HERE _____ To comply with IRS regulations, UCLA Accounts Payable must file a 1099 MISC form for research/non-research participants (non-UCLA Employees) who receive \$600.00 or more in research payments for the calendar year. The PI and authorized personnel are responsible for providing a list of participants who meet this threshold, as well as collecting the participants' W-9 forms.

INITIAL HERE _____ **EMPLOYEE RECOGNITION:** For audit and compliances purposes, it is the requestor's responsibility to maintain a record of award amounts and employee recipients. In the event that an employee is awarded over \$225 in a calendar year, it must be reported on their W2 (please work directly with the HR dept for reporting procedures).

INITIAL HERE _____ Requestor must be in compliance with BUS-49 (Policy for Cash and Cash Equivalent Received), UCLA Policy 361 (Cash Handling and Security), and UCLA Safe Requirements (if storing cash/gift cards - BUS-49 Policy IX.4 & IX.5).