

Children's Hospital Los Angeles  
Participants Cash Fund Request Questions? Email [tsrifinance@chla.usc.edu](mailto:tsrifinance@chla.usc.edu)

**\*Select First\***

New Request

Replenishment

Project Title: \_\_\_\_\_

Cost Center: \_\_\_\_\_

Principal Investigator: \_\_\_\_\_ Dates of Current Budget Period: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Estimated Monthly Disbursement: \$ \_\_\_\_\_

Authorized Designee/Ext.: \_\_\_\_\_ Authorized Designee/Ext.: \_\_\_\_\_

**Specific Denominations of Cash Fund Amount Requested:**

\$100 _____	\$10 _____	Total: \$ _____
\$50 _____	\$5 _____	
\$20 _____	\$1 _____	

TSRI Post Award and Research Finance to review and validate fund source:

Print Name	Signature	Approved Date
Post Award Analyst		

Print Name	Signature	Approved Date
Director, Post Award and Research Finance		

**Custodial Responsibility**

As a custodian of participant cash, I hereby accept personal responsibility for the participant cash fund established for this project and will ensure safe and secure storage of the cash prior to its distribution. I understand my responsibility for the cash begins when it is received and continues until it is disbursed to the study subject. I understand that in the event of loss or theft due to custodial negligence, CHLA may use legal action to recover lost funds. A log detailing the accounting of the cash disbursements shall be kept by the division and be made available to TSRI upon request. Receipts of previous cash disbursements must be reconciled by the division and submitted to TSRI Post Award and Research Finance before additional cash increments can be distributed.

Print Name	Signature	Request Date
Principal Investigator		

Print Name	Signature	Request Date
Department Administrator		

**ClinCard Alternative to Participant Cash**

ClinCards are used widely at CHLA to pay research study participants. Payments and reimbursements are deposited directly into a participant's ClinCard account for immediate use through an associated MasterCard debit card. If desired, payment messages and appointment reminders can be sent to participants and study teams can pull comprehensive reports for participant payments through the ClinCard system. ClinCard account setup is quick and straightforward. For more information, contact [CHLAclinicalresearch@chla.usc.edu](mailto:CHLAclinicalresearch@chla.usc.edu).