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| --- | --- | --- | --- |
| **Finance Operations Cash for Distribution Form – for Participant and Involvement Payments** | | | |
| **Guidance** | | | |
| Please refer to the guidance documents for Participation and Involvement payments for Health and Care Research before requesting payment: [Guidance for Paying Research Participants](https://uoe.sharepoint.com/sites/FinanceOperations/SitePages/Research-Payments.aspx) and [Guidance for Public Involvement in Health and Care Research](https://uoe.sharepoint.com/sites/FinanceOperations/SitePages/Guidance-for-Public-Involvement-in-Health-and-Care-Research.aspx)  You should also refer to the Cash Handling policy at [Cash & Banking](https://uoe.sharepoint.com/sites/FinanceOperations/SitePages/Cash-&-Bank.aspx) and ensure you are familiar with requirements of handling cash before completing this form.  Once completed please obtain approval and then email this form to [finance.helpline@ed.ac.uk](mailto:finance.helpline@ed.ac.uk)  Any unused funds must be returned within 7 days of the event conclusion date. Cash must be returned with a completed [Cash List for Participation and Involvement Cash Returns](https://uoe.sharepoint.com/:x:/r/sites/FinanceOperations/_layouts/15/Doc.aspx?sourcedoc=%7B51DBF5CD-1151-4593-9487-7811DD8F13F6%7D&file=Cash%20List%20%20for%20Participation%20and%20Involvement%20Cash%20Returns.xlsx&action=default&mobileredirect=true). Details of cash distributed should be updated on the “[Cash Distribution Log](https://uoe.sharepoint.com/:x:/r/sites/FinanceOperations/_layouts/15/Doc.aspx?sourcedoc=%7BB21C404D-8632-4349-A029-2702620E5CFB%7D&file=Cash%20Distribution%20Log%20for%20Participation%20and%20Involvement%20Payments.xlsx&action=default&mobileredirect=true)”. | | | |
| **Section 1: Declaration of claimant - I agree that these funds will only be spent as indicated in the attached documentation** | | | |
| Name of person funds are intended for: |  | School/Department: |  |
| Delivery Address for Cash: (leave blank if cash is to be picked up): | Address line 1:  Address line 2:  Address line 3:  Postcode: | | |
| Contact telephone number: |  | Email: |  |
| Total amount of cash required: |  | Denominations of cash required: |  |
| **Section 2: Reason for cash** | | | |
| Research project name: | |  | No of cash recipients: |  |
| Planned trial start date: | |  | Planned trial end date: |  |
| Reason for payment in cash: | | | |
| **Section 3: Preparer details** | | | |
| Preparer name: |  | Date (DD/MM/YYYY): |  |
| **Section 4: Authorisation (the authoriser cannot be the person completing Section 1 above)** | | | |
| Authoriser (i.e. budget holder): |  | Date (DD/MM/YYYY): |  |
| **Please complete the costing information in section 5 or 6 before submitting the form.** | | | |

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| **Section 5: Costing Information (for non-project related payments) -** please refer to the Guidance for the [New Chart of Accounts General Ledger Mapping Tool](https://uoe.sharepoint.com/sites/FinanceHub/SitePages/Chart-of-Accounts.aspx?OR=Teams-HL&CT=1661875329362&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjA3MzEwMTAwNSIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D) | | | | | | | | | |
|  | **Payment Amount**  MANDATORY | **Entity**  **(3 digits) MANDATORY**  Use the mapping tool | **Fund**  **(6 digits)**  **MANDATORY**  Type of funding the cost is attached to | **Cost Centre**  **(8 digits)**  **MANDATORY**  Organisational Unit (department) | **Account**  **(4 digits)**  **MANDATORY**  Use the mapping tool | **Analysis**  **(6 digits)**  Likely to always be zero - check the mapping tool | **Portfolio**  **(8 digits)**  Likely to always be zero - check the mapping tool | **Product**  **(8 digits)**  Likely to always be zero - check the mapping tool | **Intercompany**  **(3 digits)**  For cross charging to or from a subsidiary - check mapping tool |
| *Example* | *150.00* | *110* | *123456* | *12345678* | *1234* | *000000* | *00000000* | *00000000* | *000* |
| **Costing Split 1** |  |  |  |  |  |  |  |  |  |
| **Costing Split 2** |  |  |  |  |  |  |  |  |  |
| **Costing Split 3** |  |  |  |  |  |  |  |  |  |
| **Costing Split 4** |  |  |  |  |  |  |  |  |  |
| **Section 6: Costing Information (for payments associated with projects) -** please refer to the Guidance for [POETA and mapping information](https://uoe.sharepoint.com/sites/FinanceHub/SitePages/Chart-of-Accounts.aspx?OR=Teams-HL&CT=1661875329362&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjA3MzEwMTAwNSIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D) | | | | | | | | | |
|  | **Payment Amount**  **MANDATORY** | | **Project number**  **MANDATORY** Use the mapping tool | | **Task Number**  **MANDATORY**  Use mapping tool or task 1 if unknown | | **Expenditure Type**  **MANDATORY**  Use the mapping tool | | **Expenditure Organisation**  Always University of Edinburgh |
| *Example* | *150.00* | | *1172081\_117083* | | *1* | | *Drop down from mapping tool* | | *University of Edinburgh* |
| **Costing Split 1** |  | |  | |  | |  | | *University of Edinburgh* |
| **Costing Split 2** |  | |  | |  | |  | | *University of Edinburgh* |
| **Costing Split 3** |  | |  | |  | |  | | *University of Edinburgh* |
| **Costing Split 4** |  | |  | |  | |  | | *University of Edinburgh* |