

EAST CAROLINA UNIVERSITY Study Voucher Authorization Form

Please print legibly.

Provide original signatures in blue ink.

Note: this form should be completed prior to generating the Greenphire ClinCard Team Dynamix ticket or requesting cash payments.

TO: Financial Services/Depository Services/Cashier Office

PI: _____

DEPARTMENT: _____

CONTACT: _____

DATE: _____

ECU BANNER #: _____
Fund Organization Account Program Activity

Effective(date) _____ (PI Name) _____ will begin

payments on _____

IRB STUDY ID #

Note: enter N/A here, if not an IRB study

to be disbursed from

- ☐ GREENPHIRE-ClinCard System
☐ DHS Depository Services, Brody 1N12
☐ University Cashier office, Old Cafeteria Complex

I will maintain financial and programmatic records/logs of these activities and all payments/incentives to participants.

I understand that payments are subject to review/audit. I understand that participants that receive incentives of \$600 or more per calendar year must receive a 1099. I understand that I am responsible for verbally collecting SSN for participants using the Greenphire system who receive \$100 or more and/or have been identified as participating in multiple studies. For studies that have been approved to be exempt from using Greenphire, I am responsible for providing Accounts Payable a list of all participants with payment totals received during the calendar year. This list will be retained in Team Dynamix.

Principal Investigator _____ Date Signed _____

APPROVAL:

Department _____ Date Signed _____

Funding source(Clinical Trials, Grants, ITF, etc.) _____ Date Signed _____

****Estimated that \$ _____ will be distributed to _____ participants in \$ _____
total to be distributed for life of study estimated # of participants increment per visit

increments for _____ visits.
of visits per participant

Attach:

- ☐ Approved IRB Informed Consent section "how much will I be paid"
Note: not applicable, if a non-IRB study
☐ Approved payment schedule for Greenphire payments
** this information will be used to key the approved schedule of visits in the Greenphire system by Financial Services

Last revised by AP: June 27, 2025