# **PROGRAM ADVANCE CLOSEOUT\***UIC Department of Psychology

|  |  |
| --- | --- |
|  **Date** |  |
|  |  |
| **Requestor Information** |  |
| Name |  |
| UIN |  |
| Email |  |
|  |  |
| **Close Out Information** |  |
| Original ER# for opening of program advance |  |
| Faculty/PI associated with Study |  |
| Program Advance amount used | $ |
| Total number of Participants |  |
| Payment per Participant |  |
| Account advance to be closed/charged to |  |
|  |  |
|  |  |
| **Notes** |  |

 **\*A list for the participant payment transactions must be included with this request. The closeout cannot be processed without this. If the payments were not processed via MTurk then a transaction spreadsheet and receipts must be provided.**

**If you have leftover funds, they must be returned to UIC Cashier’s Office using the Program Advance Closeout Extra Funds form before the closeout request can be processed.**