PROGRAM ADVANCE CLOSEOUT*

UIC Department of Psychology

Date

Requestor Information

Name	
UIN	
Email	

Close Out Information

Original ER# for opening of program advance (this is not the ER from replenishments; this can be found by searching TEM)	
Title of study	
IRB #	
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.