**Petty Cash:**

Petty cash tills are a payment option that is provided to study teams by the University’s Controller’s Office for payment of participant remuneration for research studies. The advantage of maintaining a petty cash till is that research participants can receive immediate, cash payment for their participation in a research study. The Controller’s Office does require the study team receive some training in order to set up a petty cash till and maintenance of petty cash records for all research participant payments. The University’s petty cash policies as well as instructions on setting up a petty cash till are at the following site: http://finance.jhu.edu/policy\_procedures/ap\_policy\_procedures.html#one (scroll to see Petty Cash section)

**Gift Card Payments:**

Payment of research study participants with gift cards is another patient remuneration option. The gift cards are treated as a cash equivalent payment so record keeping similar to petty cash records will be necessary, but this method of payment doesn’t require the establishment of a petty cash till. Gift cards can be purchased by the study team’s department and given to study participants in lieu of cash or check remuneration payments.