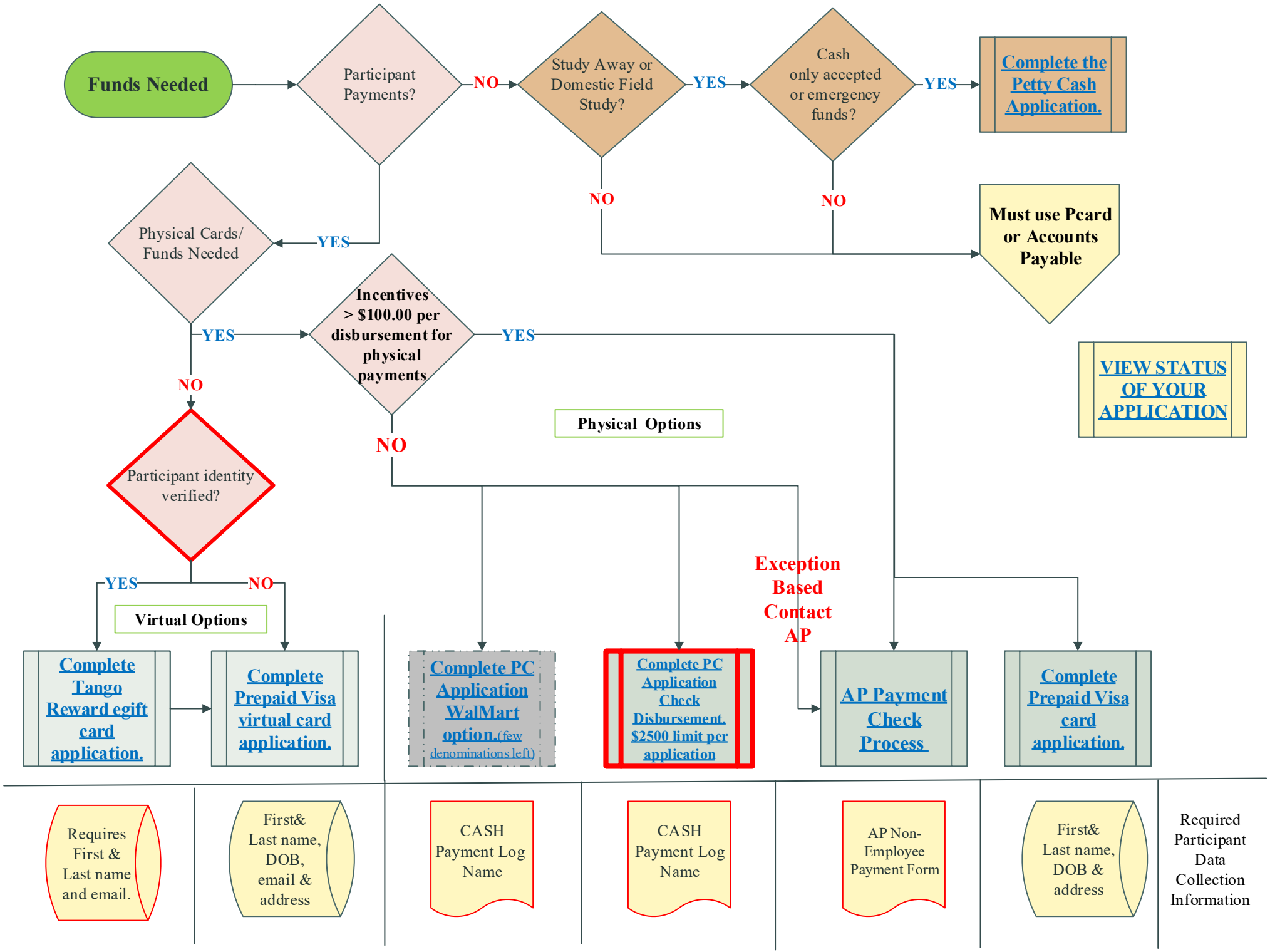
Funds Needed
Participant Payments?
NO
Study Away or Domestic Field Study?
YES
Cash only accepted or emergency funds?
YES
Complete the Petty Cash Application.
NO
NO
Must use Pcard or Accounts Payable
Physical Cards/ Funds Needed
YES
YES
Incentives > $100.00 per disbursement for physical payments
YES
NO
NO
VIEW STATUS OF YOUR APPLICATION
Physical Options
Participant identity verified?
YES
NO
Virtual Options
Exception Based Contact AP
Complete Tango Reward egift card application.
Complete Prepaid Visa virtual card application.
Complete PC Application WalMart option.(few denominations left)
Complete PC Application Check Disbursement. $2500 limit per application
AP Payment Check Process
Complete Prepaid Visa card application.
Requires First & Last name and email.
First& Last name, DOB, email & address
CASH Payment Log Name
CASH Payment Log Name
AP Non-Employee Payment Form
First& Last name, DOB & address
Required Participant Data Collection Information