

Exception to Individual Form Submission for Iowa State University Property Receipt form (PRF)/Research Participant Property Receipt Form (RPRF)

This document is to be completed to documentation for a provisional exception to the standard procedure of filling out individual Property Receipt and/or Research Participant Property Forms < \$100. Due to [] large volume, a mass collection procedure to streamline data collection and ensure efficiency is requested.

The requirement for each participant to fill out individual PRF/RPRF forms is not required for []. Instead, a mass data collection procedure will be allowed. This method must still provide the following information for each recipient:

1. Name of Recipient
2. Amount Recipient Received
3. Form of Payment (Cash, Check, Gift card or other property)
4. Is the recipient a research participant? (Y/N indicator)
5. Is the recipient an employee (including student employees)? (Y/N indicator)
6. Signature or confirmation of receipt from the recipient
7. ISU Employee ID if the participant is an ISU employee

The mass collection procedure will significantly reduce the time and effort required for data collection. Additionally, this approach can handle the large volume of participants involved in this project.

This prior authorization and written approval must be included in all Workday transaction documentation related to the payment to recipients.

PI for RPRF or CCM for PRF (requesting the exception)

Date

Dave Baker, Manager of Financial Accounting & Compliance

Date