

# Guide to Cash Incentives



Cash Incentives are small denomination enticements sent in the mail generally used to encourage participant completion of a survey. If a Cash Incentive is needed, the following steps need to be completed:

**First Time Requestors:** Requestors who have not completed a Cash Incentive Mailing before will be required to have a witness from the Finance Office observe the insertion of cash for the mailing.

## Steps for approval:

1. Complete the Request for Cash Incentive Authorization and additional items:

- Provide rationale for the request
- Safeguarding/Internal Control Policy
- COMIRB Approval documentation (if applicable)

2. Email completed request form (with requestor & department authorization signature) and supporting documentation (identified above) to [pcgc@ucdenver.edu](mailto:pcgc@ucdenver.edu)

3. Await approval from the Finance Office via email.

- At the time of approval, you will be notified if a representative from the Campus Finance Office must be present for the Insertion/Mailing of the Cash Incentive. This is a requirement for first time requestors. If you have completed a Cash Incentive Mailing before, Finance may allow a departmental witness to complete a self-audit. This will be identified as well.

## Once Approved:

After approval, a Payment Authorization (PA) should be completed and sent to the Procurement Service Center (PSC) for processing at [apinvoice@cu.edu](mailto:apinvoice@cu.edu). This voucher should use the approved Speedtype, Account Code 495102 (Study Subjects), and the Authorized Amount of the Cash Incentive.

Once the Payment Authorization has been submitted to the PSC, please **notify the Bursar's Office, at least 48 hours in advance**, of the request to cash the check from the PSC, **including any specific denomination requirements of the request** (ie. \$2 bills).

Once you receive the check, **please confirm the cash pick up with the Bursar's Office.**

**If required to have someone from the Finance Office witness the mailing – please email [pcgc@ucdenver.edu](mailto:pcgc@ucdenver.edu) to schedule.**

## After the Mailing:

Any remaining cash (not mailed out) should be deposited at the Bursar's Office using a [Cash Receipt](#)

Send a copy of the Cash Receipt and completed self-audit document (if not required to have Finance Office personnel present at time of mailing) to [pcgc@ucdenver.edu](mailto:pcgc@ucdenver.edu).

**Questions? Contact us at [pcgc@ucdenver.edu](mailto:pcgc@ucdenver.edu)**