Business Office  
Phone: 218-0483  
Email: [**CHS-Business-Orders@uky.edu**](mailto:CHS-Business-Orders@uky.edu)  
Get forms online: [**http://bit.ly/chs\_forms**](http://bit.ly/chs_forms)

How To Complete a Research Subject Payment Process

1. An Order Form is not needed but the Staff or PI must have the research subject complete the top part of the Research Subject Payment Form.



* 1. Include subject’s name and mailing address (printed and legible).
  2. Include name of study and the dollar amount they will be compensated.
  3. Subject must sign form.

1. The Staff or PI must fill in the account number (not the name of the account).
2. The PI signs as the Principal Investigator.
3. Ensure all forms are filled out accurately and completely before submitting electronically to the Business Office.
4. If the payment is over $100, either a W-9 or a Vendor Application Form must be completed and submitted with Order Form. The Business Office can assist with completion of Vendor Application form, if necessary.



1. Business Office approves and processes the order.

***Any follow-up queries should come from the Staff Support to Ruth or Katie in the Business Office.***

**University Business Procedure:** [**http://www.uky.edu/EVPFA/Controller/files/BPM/E-9.pdf**](http://www.uky.edu/EVPFA/Controller/files/BPM/E-9.pdf)