

Tango Request Form

Use this form to request prepaid cards for study subject/participant payments in Tango. Please complete the form sections in order as they appear on form and answer all fields in a section before moving on to the next.

For studies funded by a sponsored project, please submit the completed form to SponsoredPrograms@unc.edu. For studies on non-sponsored funding, please submit the completed form to tango@unc.edu.

The applicable central offices will return the signed form back to the Department contact. If the request is approved, the department will upload the approved form for campus voucher submission in ConnectCarolina. For more information see the [Guidance on Study Subject Payments](#).

Request Information

Is this Tango request for: Sponsored Program Non-Sponsored Program Request type: New Project/Act. Existing

Please select all actions for this request: Add Funds Add/Remove Users

Department Information

Department ID: 621100 Principal Investigator (PI): Jane Doe

Department Contact: John Doe Department Contact Email: johndoe@unc.edu

If contact for department reconciler is different from department contact, please complete the information below.

Department Reconciliation Contact: Janette Doe Department Reconciliation Email: janettedoe@unc.edu

PS Project ID: 5102345

Chartfield String for Advance

Fund	Source	Account	Dept. ID	Project ID
25210	49000	559550	621100	5102345
PC Business Unit	Activity	Amount	Cost Code 1	Cost Code 2
CHOSR	1	100		

Enter a separate line for different card amounts as needed. Additional lines are controlled by the plus and minus buttons. Line order is controlled by the up and down buttons. More pages are automatically generated if needed.

	Quantity	Amount Per Card	Total
<input type="button" value="+"/> <input type="button" value="-"/>	5	\$10.00	\$50.00 <input type="button" value="▲"/> <input type="button" value="▼"/>
<input type="button" value="+"/> <input type="button" value="-"/>	2	\$25.00	\$50.00 <input type="button" value="▲"/> <input type="button" value="▼"/>
Total Requested:			\$100.00

Justification and Purpose

Purpose of prepaid cards:

Pay study participants for study xyz.

Tango Request Form

Describe physical safeguard of undistributed cards (even non-loaded):

Locked in desk.

Other relevant information for central office review:

TANGO Agreement

I, the PI, Jane Doe understand that the \$ 100 is an advance of University funds made to the department to make payments for purposes authorized by University policies. I understand that my department and I are responsible for reconciliation of expenses in the University financial system. . We agree to provide appropriate documentation for participant payments distributed within a calendar month **by the 15th (or next business day) of the following month**. We will follow all applicable requirements outlined in the [Office of Sponsored Programs' Operating Standard & Procedure - 500.17 - PrePaid Cards](#).

In the event of the misuse of funds or spending above the advance amount, or untimely reconciliations, [Accounting Services](#) and the [Office of Sponsored Programs](#) is authorized to seek funds from the department to replenish University funds and may report the department to the [Office of Internal Audit](#). I acknowledge that any suspected fraudulent activity will be sent to the [Office of Internal](#)

Non-Sponsored Chartfield String for Unreconciled Expense

Provide non-sponsored departmental chartfield string to place advance on if not expensed and/or reconciled per guidelines.

Fund	Source	Account	Dept. ID
28512	46000		621100
Program	Cost Code 1	Cost Code 2	Cost Code 3

Signatures

*If this request is **ONLY** for adding/removing users, please email to tango@unc.edu. A voucher is **NOT** needed for non-financial requests. This completed, signed and approved form must be attached to the voucher by the department. The voucher must be completed within **10 business days** of receiving central office approval and is subject to denial if funds are not available when the voucher is reviewed.*

Principal Investigator: Jane Doe

Department Contact: John Doe

Dept. Finance Lead/Chair: Janette Doe

Signature: Jane Doe Digitally signed by Jane Doe
Date: 2023.07.27 14:58:03 -04'00'

Signature: John Doe Digitally signed by John Doe
Date: 2023.07.27 14:57:05 -04'00'

Signature: Janette Doe Digitally signed by Janette Doe
Date: 2023.07.27 14:56:51 -04'00'

Date: _____

Date: _____

Date: _____

Tango Request Form

Central Office Use Only

Approved

Denied

Authorized Central
Office Signature: _____

RT ID: _____

Date: _____

Notes: