**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.

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**Request Information**

Is this Tango request for:  
- [ ] Sponsored Program  
- [ ] Non-Sponsored Program  

Request type:  
- [ ] New Project/Act.  
- [ ] Existing

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**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

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**Chartfield String for Advance**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Source</th>
<th>Account</th>
<th>Dept. ID</th>
<th>Project ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHOSR</td>
<td>PC Business Unit</td>
<td>Activity</td>
<td>Amount</td>
<td>Cost Code 1</td>
</tr>
<tr>
<td>559550</td>
<td>621100</td>
<td>1</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

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.

**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.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Source</th>
<th>Account</th>
<th>Dept. ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>28512</td>
<td>Program</td>
<td>Cost Code 1</td>
<td>621100</td>
</tr>
<tr>
<td>621100</td>
<td></td>
<td>Cost Code 2</td>
<td></td>
</tr>
</tbody>
</table>

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**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.*