UNC
RESEARCH

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

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

Chartfield String for Advance

Fund	Source	Account	Dept. ID	Project ID
		559550	621100	

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.

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.*

Tango Request Form

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 14:55:06 -04'00'

Signature: **John Doe** Digitally signed by John Doe Date: 2023.07.27 14:53:54 -04'00'

Signature: **Janette Doe** Digitally signed by Janette Doe Date: 2023.07.27 14:54:32 -04'00'

Date:

Date:

Date:

Central Office Use Only

○ Approved   ○ Denied

Authorized Central Office Signature:

RT ID:

Date:

Notes: