



TEXAS

The University of Texas at Austin
Steve Hicks School of Social Work

TANGO GIFT CARD REQUEST FORM

STANDARD TURN AROUND TIME: 7-10 BUSINESS DAYS

Please complete the information below for a Tango order to be processed on your Tango account. To utilize Tango services, a Purchase Orders must be issued, and a payment must be made prior to issuance of gift cards for participants. UT policy in relation to participant incentives are still in place. If the incentive is over \$25, a participant receipt form must be signed. Electronic signatures are allowable and obtained using DocuSign.

Account Details	
PI Name	
Account Name	
Account Number	

IRB Details	
Name of Study	
IRB Protocol #	
IRB Approval Start Date	
IRB Approval End Date	

Order Details	
Requested Tango Funding Date	
Amount of Funds Requested	
Description of incentive payments to be issued, Specify Quantity	
Individual responsible for issuing incentives	

Requestor Info	
Requestor Name	
Date of Request	

Signature of PI (Required)

Printed Name, Title

Date

OADR Office Use Only:

Post Award Specialist Approval: _____ Date: _____

IRB Confirmed by: _____