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| **SURVEY INCENTIVE** **TANGIBLE ITEM MEMO of RECEIPT*****[PLACE ON DEPARTMENTAL LETTER HEAD]*** |

## MEMORANDUM of RECEIPT: SURVEY INCENTIVE TANGIBLE ITEM

# To: **[PARTICIPANT NAME]**

# From: **[DEPARTMENTAL REPRESENTATIVE NAME]**

Date: **[DATE]**

Re: Confirmation of **[ITEM]** Receipt

 **[STUDY TITLE]**

 Reference KFS **[KFS ACCOUNT #]**

This serves as confirmation that I have received a **[ITEM]** for participating in the study titled **[STUDY TITLE]** conducted by **[TITLE/NAME]** at the University of Maryland.

Please sign below and return this form as confirmation of receipt.

Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature Date Received

**Return signed form via US mail in the enclosed self-addressed stamped envelope or sign and scan the document then return as email attachment to [EMAIL].**

**-----------------------------------FOR DEPARTMENTAL USE---------------------------------**

*I,* ***[PI NAME],*** *acknowledge that the above named individual participated in the above named study* ***[IRB#/KFS ACCT #]****. Distribution of the above named item was done following University of Maryland and College of Agriculture and Natural Resources policies and procedures.*

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PI Signature Date