**JMU Prepaid Payment Card Order Form**

U.S. Bank Rewards and Focus Blue Cards

Department Name:Click or tap here to enter text. Funding DeptID#: Click or tap here to enter text.

EC/PI/SC Name:Click or tap here to enter text. Email: Click or tap here to enter text.

EC/PI/SC Phone Number:Click or tap here to enter text. IRB Approval Date: Click or tap to enter a date.

IRB/Event Title:Click or tap here to enter text. IRB Protocol#: Click or tap here to enter text.

Start Date: Click or tap to enter a date. End Date: Click or tap to enter a date.

Requested Card Pickup Date:Click or tap to enter a date. # of Cards Requested:Click or tap here to enter text.

*Participant Payment Type: reference FPM 4205.390-4205.395 for detailed procedures.* **CHECK ONE:**

4205.391 Incentives (Sponsored Program Funds only.) [ ]

4205.393 JMU Student Prizes (FAO Approval may apply.) [ ]

4205.394 Research Subjects (With IRB Approved Protocol.) [ ]

Estimated total amount of incentives? Click or tap here to enter text. Estimated Number of participants? Click or tap here to enter text.

Number of Instant Issue/Anonymous (Rewards) Cards to be distributed in person? Click or tap here to enter text.

Number of Personalized/Mailed (Rewards) Cards to be ordered/mailed directly to Participant? Click or tap here to enter text.

Number of Focus Blue Reloadable Cards to be distributed in person? Click or tap here to enter text.

Expected payment frequency? Click or tap here to enter text. Expected payment/interval? Click or tap here to enter text.

*Approving Authority and the Event/Study Coordinator/PI responsible for the cards confirm they have reviewed and understand the FPM sections referenced above, the requirement to maintain control and limited access of requested cards and the inventory of cards until distributed, to complete Department Prepaid Card Logs and to complete the required Monthly Prepaid Card Reconciliation, submitting the monthly reconciliation documentation to Cash and Investments annually in June of each year.*

**CARDS CANNOT BE UNFUNDED OR CANCELLED ONCE FUNDED! FUNDS BELONG TO THE CARDHOLDER.**

Signature of EC/PI/SC Responsible for Cards (Named Above):

TYPED NAME OF APPROVING AUTHORITY:Click or tap here to enter text.

Signature of Approving Authority:

SPONSORED PROGRAMS APPROVAL IF REQUIRED:

*Completed Form is routed to Cash & Investments:* *prepaidcards@jmu.edu*