JMU Prepaid Payment Card Order Form Instructions for completion:

1. Complete all fields.
2. Do NOT alter forms, altered forms will not be accepted.
3. If working off-campus, include phone# where you can be reached.
4. Be sure to enter IRB approval date and protocol number if applicable.
5. Enter specific card request date. Allow five business days for order fulfillment (from time form received by Cash & Investments).
6. EC or PI or SC obtains applicable OSP Financial Services and FAO approvals.
7. Request cards for only one participant type: Instant Issue or Personalized Rewards cards and only one event per form.
8. Cards requested and funded that are not used as expected will require reimbursement from non-state/university funds. Be sure to review procedures first.
9. Direct all prepaid card order questions and communications to [prepaidcards@jmu.edu](mailto:prepaidcards@jmu.edu).