

JMU U. S. Bank Focus Blue Departmental Prepaid Card Log instructions for completion:

1. Form is provided by CI when cards are picked up from UBO.
2. IRB/Event name and 10-digit Card ID# will be prefilled by CI.
3. Complete all remaining fields.
4. The second 'Received by' column requires signature of participant receiving card.
5. All signatures required.
6. Direct all prepaid card order questions/communications to prepaidcards@jmu.edu.
7. This form is used for the **Focus Blue Reloadable Visa Card only**.
8. Do NOT alter forms, altered forms will not be accepted.