

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 IRB protocol #, if applicable.
5. Enter specific card request date. Allow five business days for order fulfillment (from time received by Cash & Investments).
6. EC/PI/SC obtains applicable OSP Financial Services and FAO approvals.
7. Request cards for only one participant payment type, Instant Issue or Personalized Rewards cards, and one event/project 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/communications to [prepaidcards@jmu.edu](mailto:prepaidcards@jmu.edu).
10. This form is used for the Rewards Visa Card **and** the Focus Blue Reloadable Visa Card.