

Prepaid Debit Cards

Objective: To request prepaid debit cards in the Research Participant Payments (RPP) module in myUFL.

Payment Type Overview:

- Prepaid debit cards are the recommended payment method for research participant compensation. Card features include:
 - Pin protection for added security
 - Reloadable for cardholder convenience
 - Replaceable for loss or theft if registered to a participant
- Prepaid debit cards are unloaded until payments are recorded in the RPP Payment Log and funds may take 1-2 business days to appear on the cards.
- Once funded, the cardholder will need to activate their card before use.
- In addition to recording the payment on the RPP Payment Log in myUFL, the study team will need to keep a record of prepaid debit cards issued. This can be accomplished with a receipt or log that includes the participant’s name, signature, proxy ID number, and date of issuance.
- Unused prepaid debit cards must be returned to Cost Analysis at the close of the study.

To request this payment type, perform the following steps: **Payment Type**

In the **Payment Details** section:

1. From the drop-down menu, select **Prepaid Debit Card** as the **Payment Type**.
2. Select **Bank of America** as the **Vendor**.
3. Enter the quantity of cards being requested in the **Number of Cards/Checks** field.
4. The **Deliver Card Unloaded** box will automatically be checked.
5. Leave the **Amount per Payment Type** field blank.
6. From the drop-down menu, choose the preferred **Delivery Method**.

Note: Prepaid debit cards must be picked up from Cost Analysis unless you have PO Box at the Health Science Center Post Office. The cards can be delivered via armored courier to PO boxes beginning with 100.

7. Enter notes in the **Special Instructions** field if needed.

Payment Details						
Payment Type	Vendor	Number of Cards/Checks	Deliver Card Unloaded	Amount per Payment Type	Delivery Method	Special Instructions
Prepaid Debit Card	Bank of America	1	<input checked="" type="checkbox"/>		Pick Up	Special Instructions

8. Enter the **Funding Source** information from left to right. The following fields are required:
 - Business Unit (UFLOR)
 - Fund Code
 - Department
 - **Program Code**
 - Budget Reference
 - Requested Amount (2 Months)
 - First Expected Payment Date

Note: Be sure that the amount of funds listed in the **Requested Amount (2 Months)** field is sufficient to issue payments to the cards being requested.

The following fields may be required depending on the fund chosen or may be entered optionally into the **Funding Source** information:

- a. CRIS
 - b. Source of Funds
 - c. Dept Flex
 - d. EmplID – Used when an employee is associated with the account (for example, a returned overhead account)
 - e. PC Business Unit (GRANT is required when entering a project number)
 - f. Project Number
9. To submit the Study Fund Request, scroll to the top of the page and click the **Submit for Approval** button. A message displays asking you to confirm you want to submit the request.
10. Click **Yes**. The Study Fund Request is submitted into workflow and forwarded to your department approver for review and approval. The status of the request is set to "Submitted."