Loadable Card - Process to Fund a US Bank Rewards Card

Process: To document the procedure of funding a US Bank Rewards card to compensate research participants, patient support, and outreach programs.

Information

Important items to know prior to getting started

- Cards must be disbursed to the participant(s) prior to loading funds on their card.
- Minimum load: \$10
- Maximum load: \$599 (see BPM E-9)
- The Rewards card is a single (one-time) load card.
- The UK Rewards Card Funding Excel Spreadsheet provided by Accounts Payable Services (APS), is an inventory control spreadsheet in the required format for loading funds onto a Rewards card.

The template includes the ATTMID card numbers specifically assigned to your project. The ATTMID card number is used by the administration as an alternate number to identify each card and can be seen through the envelope window.

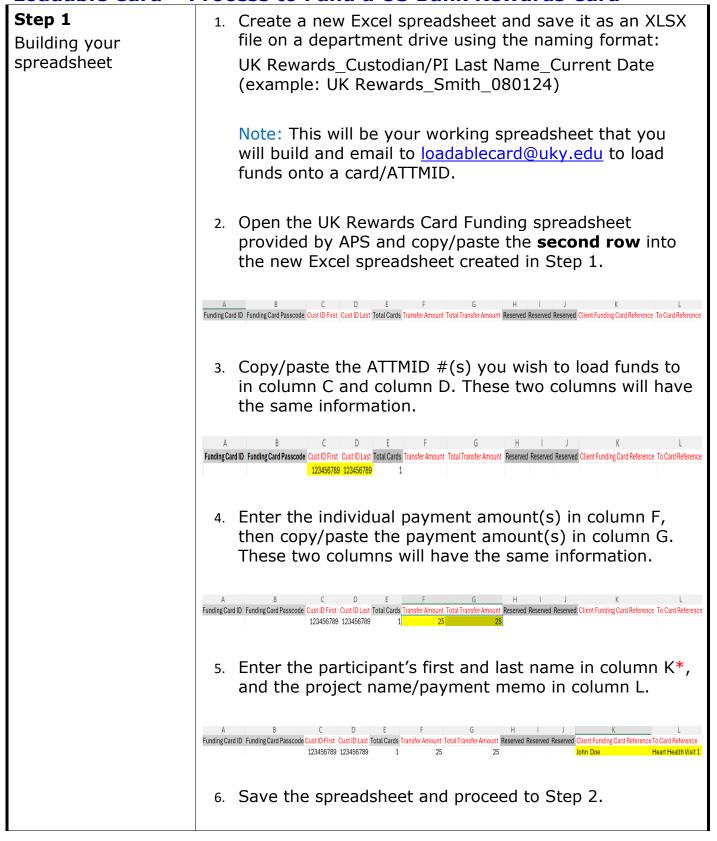
Note: The card envelope should remain sealed to safeguard the 16-digit card number. Here's what the card will look like.



Procedures

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Step 2 Email Spreadsheet	 Email the spreadsheet to <u>loadablecard@uky.edu</u> and copy the PI/Account Custodian. Use the file name as the subject line of the email.
	Before sending, double-check the following:
	 The PI/Account Custodian is copied on the email. The file is saved in the correct naming format. The data in the required columns is accurate.
	Column C: ATTMID #
	Column D: ATTMID # (same as C)
	Column F: Payment Amount
	Column G: Payment Amount (same as F)
	Column K: Participant's First and Last Name*
	Column L: Project Name/Payment Memo
	Note*: If the project has a Certificate of Confidentiality (CoC) or a statement of acknowledgment from the ORI to recognize a CoC, or a UFS-approved exception to policy, a unique participant ID can be entered in Column K. A copy of the document must be included with the spreadsheet. Departments are to internally maintain detailed records that will identify the first and last name of the participant.
	Note: If you are submitting more than one file to be uploaded for the same project in the same day, the file name must be unique. In such case, include a "2" on the end of the file name to indicate the second file upload.
Step 3	(example: UK Rewards_Smith_080124_2.xlsx)
Confirmation	The Loadable Card Team will respond to the email to confirm whether the funds were successfully loaded or if there were errors.
Questions	Email: loadablecard@uky.edu
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