

JMU Departmental Prepaid Card Log instructions for completion:

1. Provided by CI when cards are picked up from UBO.
2. IRB/Event name and ATTMID will be prefilled.
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 **Rewards Visa Card only**.
8. Do NOT alter forms, altered forms will not be accepted.