

JMU Prepaid Card Monthly Reconciliation instructions for completion

1. This form is used for the Rewards Visa Card **and** the Focus Blue Reloadable Visa Card.
2. Use separate form for each type of prepaid program.
3. Complete all fields.
4. Do NOT alter forms, altered forms will not be accepted.
5. Subject to audit at any time.
6. Submit annually to Cash and Investments within 10 business days of closing event or by July 15th for the previous fiscal year.
7. Direct all prepaid card order questions/communications to prepaidcards@jmu.edu.