

## **Prepaid Card Request Form**

Requestor Information			
Department:		Date of Request:	
Card Custodian:		Custodian E-mail:	
Custodian Phone:		Mail Stop:	
COA or Project:			
Prepaid Card Information			
Trepaid Card Information			
Description of use:			
Card Type	Value	Quantity	Total
		Total:	
Custodian Signature			
Card Custodian Printed Name		Signature	
Funding Approval Signature			
**Signature authority authorizes funding for the purchase of cards plus applicable per-card fees and shipping charges.			
ORG Signature Authority Printed Nar	me Sign	ature	Date

## Instructions:

- 1. Cashier's Office will notify department of per-card fees and shipping charges prior to purchase.
- 2. Prepaid Card Request form should be accompanied by completed Prepaid Card Disbursement Log (Note: Columns "Card Serial Number" and "Recipient Signature/Initials" will be blank at time of request.)
  In the event the recipients are unknown at the time of the request, please provide explanation in "Description of prepaid card use" section above.
- 3. Signed Prepaid Card Request Form and Prepaid Card Disbursement Log may be delivered in person or electronically to <a href="mailto:cashier@rice.edu">cashier@rice.edu</a> to initiate purchase.