



Prepaid Card Request

Requestor Information

Department:		Date of Request:	
Card Custodian:		Custodian E-mail:	
Custodian Phone:		Mail Stop:	
COA or POET:			

Prepaid Card Information

Description of use:

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Card Type	Value	Quantity	Total
Total:			

Custodian Signature

Card Custodian Printed Name	Signature	Date
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Funding Approval Signature

**Signature authority authorizes funding for the purchase of cards plus applicable per-card fees and shipping charges.

ORG Signature Authority Printed Name	Signature	Date
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Instructions:

1. Bursar'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 to the Bursar's Office or electronically to bursar@rice.edu to initiate purchase.