**PayCard Funding/Load Process**

Step 1 Department

* Completes **PayCard Load Form**, provided on the 3rd tab on the Master Inventory Template (*Note: The Last 4 digits of each card will no longer be provided). The Card ID# provided on the Inventory confirmation sheet is also provided on the back of both Focus and Rewards cards.*
* Initiate and approve ARC voucher. (Vendor=**PAYCARDUSB**; Voucher Type=**Pay Card**, Location and Pay Method=**Wire**)
* Upload the PayCard Load form to voucher in ARC. Supporting documents should include an approved load form and an excel format for uploading requirements.

*Note: Maximum funding: $600 for Focus and Rewards. Minimum funding: $1 for Focus and $10 for Rewards*

Step 2 A/P

* Review voucher and documentation, places voucher on hold.
* Emails PayCard team to Load from and approval to fund the cards.

Step 3 PayCard Team

* Funds card via the US Bank Rewards and Focus systems.
* Emails department and A/P once cards have been successfully loaded.
* Releases voucher hold, expense is posted to the GL.

Step 5 Department

* Distributes cards to subject study participants.
* Updates/maintains Reconciliation sheet/control log of cards distributed and funded for reconciliation purposes.

**Note: PayCards should only be funded as needed, the monies on the cards cannot be returned to the University.**