Loadable Card – Process to Fund a US Bank Rewards Card

Process: To document the procedure of funding a US Bank Rewards card to compensate research participants, patient support, and outreach programs.

Information

Important items to know prior to getting started

- Cards must be disbursed to the participant(s) prior to loading funds on their card.
- Minimum load: $10
- Maximum load: $599 (see BPM E-9)
- The Rewards card is a single (one-time) load card.
- The UK Rewards Card Funding Excel Spreadsheet provided by Accounts Payable Services (APS), is an inventory control spreadsheet in the required format for loading funds onto a Rewards card.

  The template includes the ATTMID card numbers specifically assigned to your project. The ATTMID card number is used by the administration as an alternate number to identify each card and can be seen through the envelope window.

  Note: The card envelope should remain sealed to safeguard the 16-digit card number. Here's what the card will look like.

Procedures

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Step 1

Building your spreadsheet

1. Create a new Excel spreadsheet and save it as an XLSX file on a department drive using the naming format:

   UK Rewards_Custodian/PI Last Name_Current Date (example: UK Rewards_Smith_080124)

   Note: This will be your working spreadsheet that you will build and email to loadablecard@uky.edu to load funds onto a card/ATTMID.

2. Open the UK Rewards Card Funding spreadsheet provided by APS and copy/paste the **second row** into the new Excel spreadsheet created in Step 1.

A	B	C	D	E	F	G	H	I	J	K	L
Funding Card ID	Funding Card Passcode	Cust ID First	Cust ID Last	Total Cards	Transfer Amount	Total Transfer Amount	Reserved	Reserved	Reserved	Client Funding Card Reference	To Card Reference

3. Copy/paste the ATTMID #(s) you wish to load funds to in column C and column D. These two columns will have the same information.

A	B	C	D	E	F	G	H	I	J	K	L
Funding Card ID	Funding Card Passcode	Cust ID First	Cust ID Last	Total Cards	Transfer Amount	Total Transfer Amount	Reserved	Reserved	Reserved	Client Funding Card Reference	To Card Reference
		123456789	123456789	1							

4. Enter the individual payment amount(s) in column F, then copy/paste the payment amount(s) in column G. These two columns will have the same information.

A	B	C	D	E	F	G	H	I	J	K	L
Funding Card ID	Funding Card Passcode	Cust ID First	Cust ID Last	Total Cards	Transfer Amount	Total Transfer Amount	Reserved	Reserved	Reserved	Client Funding Card Reference	To Card Reference
		123456789	123456789	1	25	25					

5. Enter the participant's first and last name in column K*, and the project name/payment memo in column L.

A	B	C	D	E	F	G	H	I	J	K	L
Funding Card ID	Funding Card Passcode	Cust ID First	Cust ID Last	Total Cards	Transfer Amount	Total Transfer Amount	Reserved	Reserved	Reserved	Client Funding Card Reference	To Card Reference
		123456789	123456789	1	25	25				John Doe	Heart Health Visit 1

6. Save the spreadsheet and proceed to Step 2.

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Step 2 Email Spreadsheet	1. Email the spreadsheet to loadablecard@uky.edu and copy the PI/Account Custodian. Use the file name as the subject line of the email. Before sending, double-check the following: — The PI/Account Custodian is copied on the email. — The file is saved in the correct naming format. — The data in the required columns is accurate. Column C: ATTMID # Column D: ATTMID # (same as C) Column F: Payment Amount Column G: Payment Amount (same as F) Column K: Participant's First and Last Name* Column L: Project Name/Payment Memo Note*: If the project has a Certificate of Confidentiality (CoC) or a statement of acknowledgment from the ORI to recognize a CoC, or a UFS-approved exception to policy, a unique participant ID can be entered in Column K. A copy of the document **must** be included with the spreadsheet. Departments are to internally maintain detailed records that will identify the first and last name of the participant. Note: If you are submitting more than one file to be uploaded for the same project in the same day, the file name must be unique. In such case, include a "2" on the end of the file name to indicate the second file upload. (example: UK Rewards_Smith_080124_**2**.xlsx)
Step 3 Confirmation	The Loadable Card Team will respond to the email to confirm whether the funds were successfully loaded or if there were errors.
Questions	Email: loadablecard@uky.edu